

Mindanao Peacebuilding Institute Foundation, Inc.
Safeguarding Policy

As of November 18, 2020

Introduction

The Mindanao Peacebuilding Institute Foundation, Inc. (MPI) puts great value on the importance of the protection and safeguarding of all those with whom the organization works and all those who work for MPI. Consistent with MPI's vision of "just and peaceful communities in Asia-Pacific," this vision cannot be achieved unless the rights and dignity of all are upheld. The creation of safe, healthy and peaceful communities is essential for all persons to reach their full potential.¹

Purpose

MPI is a peacebuilding training institute. In conducting trainings, MPI does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status. Thus, given that an individual is qualified and meets the general criteria of a training, MPI commits to ensure the protection and safeguarding of all those participating in activities organized and conducted by MPI.

MPI makes every effort to ensure that trainings occur in a safe environment where all may fully participate in the activities organized by MPI and with the institutes with which MPI collaborates without fear or any sense of insecurity.

MPI makes every effort to ensure best practice in the recruitment of staff, volunteers and interns. This includes but is not be limited to NBI clearance, reference checks, good human resource practices in interviewing, an orientation inclusive of safeguarding practices and ongoing supervision and management. The institute sees that staff members, interns and volunteers are aware of how to recognize signs of abuse or neglect and that they know how to report any concerns within MPI or to appropriate authorities.

MPI is involved in the training of adult grassroots peacebuilders from around the globe, building connections with and between during and after MPI's trainings. In understanding MPI's safeguarding policies and procedures, it is hoped that these grassroots peacebuilders also internalize the need to protect and safeguard persons with whom they work and interact.

In a spirit of humility and in order to honor the dignity of all who engage with MPI, MPI welcomes safeguarding complaints and concerns. MPI pursues safeguarding work in order to create a workplace and training environment that is free from harassment and safe for all participants. MPI commits to process all safeguarding complaints respectfully and carefully should they arise and continuing to find ways to make MPI a safe and positive environment for everyone who engages with the institute and its affiliated personnel.

¹ This policy was adapted from a number of sources related to safeguarding, particularly safeguarding of children and vulnerable persons. Please see the references for details.

Scope

The policy applies to:

- MPI staff
- Members of the Board of Trustees
- Volunteers and Interns
- Contracted Facilitators and other contracted individuals

MPI expects all organizations and institutions with which it collaborates or contracts to act in accordance with the principles set out in this policy, in addition to abiding by their own policies, other relevant international declarations, conventions and agreements. If they do not have a policy, they must fully abide by this policy and indicate that they will develop one, with which MPI may assist.

Definitions

Child: For the purposes of this policy, a “child” is defined as anyone under the age of 18, in line with the *UN Convention on the Rights of the Child*.

Child abuse: According to the Republic Act No. 7610², “‘Child abuse’ refers to the maltreatment, whether habitual or not, of the child which includes any of the following:

- (1) “Psychological and physical abuse, neglect, cruelty, sexual abuse and emotional maltreatment;
- (2) “Any act by deeds or words which debases, degrades or demeans the intrinsic worth and dignity of a child as a human being;
- (3) “Unreasonable deprivation of his basic needs for survival, such as food and shelter; or
- (4) “Failure to immediately give medical treatment to an injured child resulting in serious impairment of his growth and development or in his permanent incapacity or death.”

Child Protection: is a commitment to promote and fulfill the right of the child to protection as enshrined in the United Nations Convention on the Rights of the Child. It aims to safeguard the child from all forms of abuse, violence and exploitation that may be perpetrated by adults or persons in authority or positions of responsibility.

Vulnerable Person: for the purpose of this policy, is a person aged 18 years or older who is unable to protect him or herself from abuse or exploitation, or who is in need of extra care, due to a learning or physical disability, a physical illness, mental health difficulties, or because of status or power differential. The vulnerability of an adult is related to how able the adult is to make and exercise their own informed choices free from duress, pressure or undue influence of any sort, and to protect themselves from abuse. Such persons include but are not limited to refugees, internally displaced persons (IDPs), persons with disabilities, trafficked persons, frail, isolated and other non-independent or institutionalized adults.

Vulnerable adults are frequently subject to physical, emotional, and sexual abuse, and neglect. Thus, vulnerable adults are also fully due protection against all forms of abuse, violence and exploitation that may be perpetrated by adults or persons in authority or positions of responsibility.

² <https://pcw.gov.ph/law/republic-act-7610>

Harassment: Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends and results in a hostile environment for the victim.

General harassment is not sexual in nature and can take many forms including verbal, physical, and visual. It includes actions directed at an individual or actions observed by an individual.

General harassment can also include bullying, defined as repeated health-harming mistreatment of one or more persons by one or more perpetrators and includes (but is not limited to) threats, intimidation, public humiliation/name-calling, persistent and unwelcome teasing, or intentional work interference/sabotage.

Sexual Harassment: Work or training-related sexual harassment is committed by an employer, employee, manager, supervisor, agent, facilitator, trainer, or any other person who, having authority, influence or moral ascendancy over another in a work or training environment demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said act.

In a work-related or employment environment, sexual harassment is committed when:

- (1) The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of said individual, or in granting said individual favorable compensation, terms of conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;
- (2) The above acts would impair the employee's rights or privileges under existing labor laws; or
- (3) The above acts would result in intimidating, hostile, or offensive environment for the employee.

In a training environment, sexual harassment is committed:

- (1) Against one who is under the care, custody or supervision of the offender,
- (2) Against one whose education or training is entrusted to the offender; or
- (3) When the sexual advances result in an Intimidating, hostile or offensive environment for the trainee or participant.

Exploitation: Exploitation is an actual or attempted abuse of power or mistreatment based on a power differential and/or position of vulnerability. This is unacceptable under any circumstances.

Trafficking: Trafficking in persons is defined as the recruitment, transportation, or receipt of persons by means of deception, coercion, threat, or force for the purpose of exploitation, sexual or otherwise.

Policies and Procedures

In order to create an organization that is safe for all persons, MPI, to the best of its ability, will work towards developing and implementing the following policies and procedures:

1. Recruitment/Employment/Volunteering/Board of Trustees

- Advertisements for job vacancies and volunteer opportunities refer to MPI's safeguarding policy, including MPI's screening process.
- Anyone applying for employment with MPI or volunteers, interns and facilitators that will be working on an activity or training are asked to provide a minimum of two references who are not relatives that can be verified and checked by phone or email.
- A job applicant must provide an NBI clearance.
- A Successful candidate/volunteer must sign the Safeguarding Principles and Commitment (see Appendix A).
- With respect to the interview/recruitment processes of potential employees:
 - One member of the recruitment panel will have undergone training on or is knowledgeable about safeguarding, especially with respect to the protection of children and vulnerable persons.
 - There will be specific, standardized interview questions on safeguarding and the potential employee's commitment to, and respect for, safeguarding policies and procedures.

2. Education and Training

- MPI will include a brief discussion of and introduction to its safeguarding policies and procedures for training participants, short-term volunteers and interns in a clear and simple language prior to any training or activity in which they will be involved, including reporting procedures.
- Awareness-raising in safeguarding is part of new staff/long-term interns' orientation within the first three months.
- An updating on safeguarding for all staff will be conducted every year.
- MPI will make resource materials about safeguarding available to staff for their reference in either hard copy or electronic format that will be kept updated.
- A resource person on safeguarding will be available to all staff if they have any questions or concerns that cannot be answered through the available materials. This is especially important as any training or education on abuse or harassment are sensitive in nature and may surface personal memories and trauma.
- Information for the general public and visitors about the MPI's safeguarding policy and procedures are available on MPI's website.
- If and when any MPI programming engages with minors, MPI will ensure that an orientation is given to children on children's rights, how to protect themselves, and where and how to report abuse when conducting a training activity with children. If MPI is conducting the training with another organization (customized training), MPI will enter into discussion regarding how such an orientation should be given and who should be responsible. MPI and

the organization may determine that such an orientation is not necessary if that is something that the organization has already given as part of their program or procedures.

3. Confidentiality and information sharing

- Staff, members of the Board of Trustees, facilitators, interns and volunteers who have access to sensitive information about participants and other MPI staff, volunteers, etc., such as personal contact information, including their address or any other details of a person's personal life must fully comply with MPI's Data and Privacy Protection Policy and the 2012 Data Privacy Act of the Philippines and its subsequent Implementing Rules and Regulations.
- Staff, members of the Board of Trustees, facilitators, interns and volunteers are charged with safeguarding all confidential information during and after completion of any activity or training. Accessing, using and/or disclosing Confidential Data or Personally Identifiable Information for any reason other than what is necessary for conducting an activity or training or in ways that jeopardize the security of such information constitutes misuse.

4. Code of Conduct

MPI outlines the expected behavior of its staff in the Code of Ethics in the MPI Operations Manual. In addition to the general Code of Ethics in the Operations Manual, staff, volunteers and interns are expected to abide by the following:

- When engaging with minors, all MPI staff, interns and volunteers should exhibit behavior towards children that reflects an understanding of and appreciation for the Convention on the Rights of the Child, and refrain from all forms of abuse, including physical, sexual and verbal abuse.
- When engaging with minors, there should always be appropriate adult supervision during children's activities and all activities should be duly documented. The adult to child ratio will be determined prior to any training based on the age of the children and depending on the needs and abilities of the children and the nature of the activity.³
- When engaging with specifically vulnerable adults, MPI staff, interns and volunteers should follow good practice principles for working with all people. All activities which support an individual deemed vulnerable/at risk should follow these five principles:
 - Presume capacity – that people are capable of making decisions, unless there is evidence otherwise.
 - Support individuals to make their own decisions – giving all practicable help before considering making any decisions on their behalf.
 - Distinguish unwise decisions – recognize that the person retains the right to make seemingly eccentric or unwise decisions.
 - Act in their best interests – in all decisions or activities on their behalf.

³ A recommended adult to child ratio for working with children can be found here: <https://learning.nspcc.org.uk/research-resources/briefings/recommended-adult-child-ratios-working-with-children/>

- Take the least restrictive option – in any action that might affect their basic rights and freedoms
- MPI staff, volunteers or interns should always be accompanied by a second adult when escorting children or vulnerable person and avoid any travel at night.
- MPI staff, volunteers or interns should develop clear rules to address physical safety issues for the specific local physical environment of a training or activity (e.g. if the activity is near water, a busy road, etc.).
- All staff, volunteers, and interns must follow the good practices guidelines when using media (Appendix B). MPI will ensure any photographer/journalist/translator with whom it contacts has been properly vetted and reference checked.
- MPI staff, volunteers or interns should not engage in or allow sexually provocative games or activities. This includes: kissing, hugging, fondling, rubbing, or touching in an inappropriate or culturally insensitive way. For children and vulnerable persons, this also includes: sleeping in the same bed as a child or vulnerable person; do things of a personal nature that a child or vulnerable person could do for him/herself, including dressing, bathing, and grooming; encouraging any crushes by a child or vulnerable person.
- MPI staff, volunteers or interns should not use or allow the use of the following: language that will mentally or emotionally harm others, including the use of offensive words, jokes, threats, or derogatory statements; inappropriate physical contact or assault, as well as demeaning/unwelcome pranks; and cartoons, pictures, and posters, as well as inappropriate electronic communications (emails, etc.).
- MPI staff, volunteers or interns must not suggest inappropriate behavior or relations or any kind; act in any way that intends to embarrass, shame, humiliate, or degrade another person; encourage any inappropriate attention-seeking behavior, such as tantrums, by a child; show discrimination of race, culture, age, gender, disability, religion, sexuality, or political persuasion.
- MPI staff volunteers or interns are prohibited from engaging in unwelcome sexual advances, requests for sexual favors, or other physical contact of a sexual nature including:
 - The sharing or posting of images that create an offensive, hostile or intimidating environment or interferes with an individual's job performance. Examples include- but are not limited to-offensive pictures, cartoons, symbols, or items in the workplace
 - Downloading sexually explicit pictures or materials from computer systems, even if not shared with others
 - Unwanted or inappropriate leering or touching
 - Requests of a sexual nature made by one person to another that demand or imply a condition of employment or compensation, either implicitly or explicitly, or when an employment decision is based on and individual's acceptance or rejection of such conduct.

- MPI staff volunteers or interns are prohibited from any sexual relations with children and vulnerable adults, including the exchange of money, employment, goods, or services for sex, sexual favors or other forms of humiliating, degrading or exploitative behavior or general preferential treatment.
- MPI staff volunteers or interns are prohibited from engaging in:
 - Trafficking in children, women, and men for sexual exploitation or procurement of any commercial sex acts including forced prostitution, child prostitution and pedophilic pornography;
 - Trafficking in women and girls for purposes of forced or arranged marriages, or for any bride price schemes;
 - Trafficking in children, women, and men for removal of organs for the illicit organ trade or for the illicit dealing, running or trafficking of narcotics and drugs;
 - The use of force, fraud, or coercion to subject a child, woman, or man to forced labor, begging, or involuntary servitude; and shall not obtain labor from a child, woman, or man by threats of serious harm to that person or another person.
- In case this code of conduct is breached, MPI will follow the procedures as outlined in this document and MPI's Operations Manual.

5. Safeguarding and Risk Assessment

MPI commits to assessing potential risks in our trainings and activities, especially those that involve children and vulnerable persons, to prevent and reduce the risk of harm. MPI will utilize the risk assessment tools in Appendix C that were adapted from the *VMM Child and Vulnerable Persons Safeguarding Policy* of the Volunteer Mission Movement.

6. Safeguarding Officer

The Safeguarding Officer (SO) is responsible for the implementation of MPI's Safeguarding Policies. In the absence of the SO, the Director or someone appointed by the director shall assume the responsibilities. SO responsibilities include:

- Promoting awareness and implementation of the policy throughout the organization;
- Monitoring implementation of the policy and reporting on developments;
- The development of safeguarding training resources as needed;
- Maintaining knowledge of best practice and statutory requirements;
- Being a resource person to any staff member or volunteer who has safeguarding concerns;
- Ensuring that the standard reporting procedure is followed so that concerns are appropriately responded to;
- Cooperate with outside agencies as necessary;
- Ensure a written record of any safeguarding or protection issues is maintained and stored securely.

7. Reporting Mechanisms (for Concerns and Cases) and Referral

Below are the mechanisms for reporting suspected or alleged abuse. This mechanism should be understood by all MPI staff, volunteers, interns, members of the Board of Trustees, facilitators and others working directly with MPI. When an activity or training primarily involves children, the children should be made aware, in an age-appropriate manner, what to do if they feel uncomfortable and want to report something.

The guiding principle is the best interest of the victim. The first step is to ensure their immediate physical and psychological safety.

- MPI staff, interns, volunteers and anyone involved in an MPI training or activity should report any abuse concern, whether witnessed directly or informed by someone else or the alleged victim her or himself immediately. Failure to do so may place a person in further danger. Please see Appendix D regarding allegations from a child.
- Any incident should be reported to the SO. In the absence of the SO, or if the incident involves the SO, the report should be made to the Director. The SO and Director may also designate other staff, such as the Peacebuilding Training Program Officer, during a training or activity, especially on off-site training where the SO and Director may not be present.
- If working with an MPI partner organization, MPI will inform the partner organization of its Safeguarding Policy. Any concern that relates to an MPI partner staff member, partner volunteer, consultant or associate should be raised with the partner's designated person.
- The person reporting the incident should complete the Safeguarding Concern Report Form (Appendix E) prior to speaking with the SO or as soon as possible thereafter (completing forms should not delay reporting the incident).

8. Processing a Reported Incident or Concern

- Once a concern or incident is reported, the SO will take possession of any written records made by any person in connection with the case and place them in the case file.
- The SO will initiate an initial assessment considering the following points:
 - Source of the complaint
 - Nature and context of allegations
 - Time span and when incident/s are alleged to have taken place
 - How many victims?
 - How many perpetrators?
 - Who else might be involved or have relevant information?
 - What risks need to be considered when taking further action? e.g. Could a person be put at further risk by informing the alleged perpetrator of the allegation?
 - Does it involve a partner organization or NGO?

- After affirming the individual and their appreciating their difficult decision to report, the SO will explain the procedures for addressing the concern to the person who has raised the concern and discuss the issue of confidentiality and data protection with them.
- Clear incidents of physical, psychological or sexual abuse or an imminent threat to safety and wellbeing should be reported immediately to the appropriate authorities for their investigation. This may include the Department of Social Welfare and Development (DSWD), City Social Services and Development Office (CSSDO) in Davao City, the Violence Against Women and Children (VAWC) Desk or the Barangay Committee for the Protection of Children. Allegations of abuse involve initial confirmation, but should still be reported as soon as possible. If it is decided that internal reporting should not take place, there must be a clear rationale for that decision, which should be recorded. The decision not to report in such circumstances should be unanimously approved by the Board of Trustees.
- The SO contacts the Director to determine further action as soon as possible, preferably on the same day. The SO will also Inform relevant MPI staff member/s that a concern has been raised/allegation has been made and recommend action(s) that may need to be taken in order to ensure the safety of the victim.
- The SO conducts an initial interview with the person against whom the allegation was made as soon as possible. The purpose of the interview is to inform the respondent of the existence of the allegation and of the process being followed. The respondent shall be given information about his or her entitlement to seek legal advice and about the safeguarding protection process. The respondent should be informed that he/she is not obliged to respond or to give evidence, but that any statement provided will be taken into account in the investigation. The SO should then inform the respondent of the nature and detail of the allegation/concern. The respondent needs to be given enough detail about the disclosure/allegation/concern to be able to offer a response. A written record of the interview must be prepared, agreed with the respondent, signed and dated.

It is essential that any such interview should be conducted in cooperation with any statutory investigation. The timing of this interview should not impede any external enquiries.

- The SO follows the advice of Child Protective Services and/or the Department of Social Welfare and Development (DSWD) where a child or vulnerable protection concern has been referred to them. Allow the authorities to conduct their enquiries unimpeded. Any interviews with victims, especially children, should only be conducted by authorized and qualified personnel from the appropriate institutions (e.g., social workers). Do not visit the family or contact family members without prior discussion with investigators.
- In the case of an MPI employee, the named individual must be suspended pending the outcome of any investigation by DSWD or CSSDO.
- Maintain a dialogue with the Social Worker to monitor the progress of the case and act on any advice given. Details of contacts made should be recorded chronologically on the Protection Case File.

- Request a written account of the outcome of any investigation.
 - The SO must conduct an internal investigation if an external investigation does not take place for some reason. Any internal investigation will take place only if protection concerns remain or disciplinary action needs to be considered. Such an investigation will gather and assess available information from all sources and witnesses. In cases where there is a delay, and particularly where a volunteer or staff is suspended from duties, it is important to keep everyone informed of the progress of the investigation and to maintain records of such communications.
 - All records should be signed and dated. Records must be kept securely in a locked place to which access is restricted. MPI is responsible for maintaining the confidentiality of these records and must ensure that the records and any information they contain are made available only to relevant parties. The transfer of information—verbally, through the mail, electronically, etc.—should be done in such a way that confidentiality is maintained. Any storage, transfer and sharing of information may be done in consultation with the Data Protection Officer.
 - The SO maintains a filing system (folder, book, database etc.) to follow up cases (which may reveal common trends). See Appendix F for a flowchart of this process.
9. Arrangements to provide supervision and support to those affected during and following an allegation.
- The SO should be available to help find safeguarding support for any person who has an agreement or contract with MPI, or any beneficiary of an MPI project, activity or training.
 - The SO will be supported appropriately by MPI in terms of guidance and counselling if dealing directly with an issue of abuse.

10. External Support and Collaboration

The following organizations are some of those in the Davao Area who could be a resource to MPI:

Center of Psychological Extension and Research Services-COPERS at Ateneo de Davao

copers@addu.edu.ph
(082) 2212411 loc. 8273

Child Alert Mindanao

<https://childalertmindanao.com/>
childalert372006@gmail.com
(082) 2970035

Luna Legal Assistance Center for Women and Children, Inc.

lunawcrights@yahoo.com
(082) 2223448

For help, and reports of abuses, call or text: 0932-297-3739, 0946-240-8908, or 0948-042-3343
For counseling contact Ms. Heidi at 0927-923-9763

Our Mother of Perpetual Help Parish (Redemptorist) Parish Councilors

cssromphdavao@gmail.com

0918-301-0579

SALIGAN

(082) 298-4161

saliganmindanaw@saligan.org

UNICEF

+63 2 8249 5400

Women and Children Protection Unit at Southern Philippines Medical Center

<https://www.childprotectionnetwork.org>

(082) 2272731 loc 4205/ (082) 2221347

11. Access by External Visitors (Other NGOs, Media) and Communications

When referring to “external visitors,” this is generally in the context of MPI activities/training particularly with children.

- Prior to the arrival of any visitor at an activity/training site, MPI’s management must communicate with the staff on site.
- MPI staff must in turn communicate with the participants, and if the activity is in a community, with the community before visitors arrive at an activity/training site and inform them of the purpose of the visit.
- Visitors or the media may not use participants’ information—interviews, photographs, voice or video recordings—without prior consent of MPI, the participants and the parents or caregivers of children or vulnerable persons.

12. Implementing and Monitoring the Policy

- It is the responsibility of the Board of Trustees to ensure an SO is appointed.
- The BoT has the specific responsibility for overseeing the implementation of the policy in MPI. The Board may be engaged at any time upon the request of the SO/Director. The Board will participate in any review of the policy.
- Regular monitoring of safeguarding policies and procedures are necessary to ensure implementation and efficiency. This enables MPI to make any amendments and ensures MPI is continuously striving to make the organization as safe as possible. The review and monitoring system includes the following components:
 - Learning from any cases if they arise.
 - Personnel records kept up-to-date.
 - Job descriptions for new positions contain reference to safeguarding policies.
 - Checking that training has been provided and attended.

- Monitor changes in the area of safeguarding at local and national level such as comparing policies with similar organizations, changes in legislation, new guidelines.
- MPI will review its Safeguarding Policy and any associated documents and practices at regular intervals.
- Staff are essential stakeholders in the policy review process and will be encouraged to be actively involved.
- The SO must conduct a self-audit periodically and submit it to the Director (Appendix G).

Safeguarding Officer for MPI

Gina Lyn Adlaon, Administrative Officer

Tel: (082) 295-3776/0919-073-6501 Email: adminofficer@mpiasia.net

Contacts for Reporting Suspected abuse – Local:

Department of Social Welfare and Development (DSWD) Field Office XI: (082) 227-1964

City Social Services and Development Office (CSSDO): (082) 225-0417, 227-1617, 295-3500

CSSDO Quick Response Team for Children’s Concerns (QRTCC): (082) 224-0557

Women and Children’s Protection Desk: (082) 222-4170

Regional Women and Children Protection Desk - PRO XI: (082) 321-7018

Local Barangay Council for the Protection of Children (to be determined per activity)

National:

Department of Social Welfare and Development or to the Child Health and Intervention and Protective Service (CHIPS) Tel. No. (02) 8734-4216

Anti-Child Abuse, Discrimination, Exploitation Division (ACADED) National Bureau of Investigation Tel. Nos. (02) 8525-6028/8525-8231 loc. 403 & 444

Commission on Human Rights Child Rights Center Tel. No. (02) 8927-4033 (Mon-Fri during office hours)

DOJ Task Force on Child Protection, Tel. Nos. (02) 8523-8481 to 89 or contact the nearest Provincial, City or Regional Prosecutor

The above contact information shall be posted in a clear and obvious place in MPI’s office and during all trainings. A handout of these contacts will be provided to all volunteers during MPI’s trainings.

This policy was approved by the MPI Board of Trustees on 18 November 2020.

Appendix A

Mindanao Peacebuilding Institute Foundation, Inc. Safeguarding Principles, Commitment and Code of Conduct for Staff, Interns Volunteers, and Facilitators

Introduction

The Mindanao Peacebuilding Institute Foundation, Inc. (MPI) puts great value on the importance of the protection and safeguarding of all those with whom the organization works and all those who work for MPI. Consistent with MPI's vision of "just and peaceful communities in Asia-Pacific," this vision cannot be achieved unless the rights and dignity of all are upheld. The creation of safe, healthy and peaceful communities is essential for all persons to reach their full potential.

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 - Act in their best interests – in all decisions or activities on their behalf.
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- MPI staff, volunteers or interns should develop clear rules to address physical safety issues for the specific local physical environment of a training or activity (e.g. if the activity is near water, a busy road, etc.).
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encourage any inappropriate attention-seeking behavior, such as tantrums, by a child; show discrimination of race, culture, age, gender, disability, religion, sexuality, or political persuasion.

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- MPI staff volunteers or interns are prohibited from engaging in:
 - Trafficking in children, women, and men for sexual exploitation or procurement of any commercial sex acts including forced prostitution, child prostitution and pedophilic pornography;
 - Trafficking in women and girls for purposes of forced or arranged marriages, or for any bride price schemes;
 - Trafficking in children, women, and men for removal of organs for the illicit organ trade or for the illicit dealing, running or trafficking of narcotics and drugs;
 - The use of force, fraud, or coercion to subject a child, woman, or man to forced labor, begging, or involuntary servitude; and shall not obtain labor from a child, woman, or man by threats of serious harm to that person or another person.
- In case this code of conduct is breached, MPI will follow the procedures as outlined in this document and MPI's Operations Manual.

Reporting Mechanisms

Below are the mechanisms for reporting suspected or alleged abuse. This mechanism should be understood by all MPI staff, volunteers, interns, members of the Board of Trustees, facilitators and others working directly with MPI. When an activity or training primarily involves children, the children should be made aware, in an age-appropriate manner, what to do if they feel uncomfortable and want to report something.

The guiding principle is the best interest of the victim. The first step is to ensure their immediate physical and psychological safety.

- MPI staff, interns, volunteers and anyone involved in an MPI training or activity should report any abuse concern, whether witnessed directly or informed by someone else or the alleged victim her or himself immediately. Failure to do so may place a person in further danger. (Please see handout regarding *Allegations from a Child and Indicators of Abuse*).
- Any incident should be reported to MPI’s Safeguarding Officer (SO). In the absence of the SO, or if the incident involves the SO, the report should be made to the Director.
- Any concern that relates to an MPI partner staff member, partner volunteer, consultant or associate should be raised with the partner’s designated person.
- The person reporting the incident should complete the *Protection Report Form* prior to speaking with the SO or as soon as possible thereafter (completing forms should not delay reporting the incident).
- The SO will explain the procedures for addressing the concern to the person who has raised the concern and discuss the issue of confidentiality and data protection with them.
- Clear incidents of physical, psychological or sexual abuse or an imminent threat to safety and wellbeing should be reported immediately to the appropriate authorities for their investigation (see Contacts for Reporting Suspected abuse).

Please see the MPI Safeguarding Policy and accompanying guidelines for more information on how complaints are processed/addressed.

Safeguarding Officer for MPI

Gina Lyn Adlaon, Administrative Officer

Tel: (082) 295-3776/0919-073-6501 (Smart) Email: adminofficer@mpiasia.net

Statement of Commitment to Safeguarding

“I, _____, have read and understood the standards and guidelines outlined in this the Mindanao Peacebuilding Institute’s (MPI) Safeguarding Policy. I agree with the principles contained therein and accept the importance of implementing safeguarding policies and practice while working with MPI.

Name/Signature: _____

Job Title/Position: _____

Date: _____

Appendix B

Good practices guideline when using media/social media:

- Don't publish a child or vulnerable person's name with their photo.
- Images of children and vulnerable persons must not show them in a state of undress or in inappropriate poses.
- Details attached to images and included in stories must not allow a child or vulnerable person to be traced to his or her home or community.
- Geotagging of images should be disabled when taking photos.
- Make sure you have been given permission by children and vulnerable persons and their parents/caregivers to take their image and use their information.

Appendix C

Identifying and Evaluating Risks

MPI's Program and Activities Locations of Activities and Trainings				
Risk Areas				
Staff, Interns and Volunteers	Partners	Service Providers	Services	Information and Communication Technology (ICT)
Potential Risks				
1 How does MPI recruit staff, interns and volunteers	1 What is MPI's partner's impact upon or contact with participants?	1 Who are MPI's service providers and what level and type of contact or interaction do they have with the participants?	1 What services does MPI provide the participants?	1 What images and information on the participants does MPI use?
2 Does MPI make proper reference and police checks on staff?	2 Where are partners located?	2 How are they engaged by MPI?	2 How have these services been designed?	2 How is this information stored and presented to whom?
3 What level and type of contact and interaction do they have with the participants?	3 What risk does their organization present for the participants?	3 What consideration has there been for children and vulnerable persons accessing the services?	3 What ICT does MPI employ and for whom?	
4 Is there a high turnover rate?	4 Do they have their own policy or are they working under MPI's?	4 Has MPI considered the needs of participants?	4 How is the use of that ICT governed?	
5 So all staff, interns and volunteers have orientation on safeguarding?			5 Does MPI allow staff to refer to the MPI in their personal social media?	

Sample Risk Assessment

AREA OF RISK	RISK DESCRIPTION	MITIGATING ACTIONS	RESPONSIBILITY Name of Person	TIMEFRAME DATE
1. Environment of the activity that includes children or vulnerable persons	Having environments where children or vulnerable persons are at risk to harm, abuse and exploitation.	Developing and Implementing a Safeguarding Children Policy. A policy provides clear guidance and demonstrates how you will ensure children are protected from harm, abuse and exploitation.		
2. Staff & Volunteers - Screen - Training - Behavior	Levels of contact/ interaction staff have with children or vulnerable persons. Is there a possibility that this staff member/volunteer could harm a child/vulnerable person? What background knowledge do you have on this person?	Recruitment and screening processes are essential to enable you to choose the most appropriate person for a position that involves contact with children and vulnerable persons. a) Recruitment of staff/ volunteers- Interview plan, documented reference and criminal record checks on staff and volunteers b) Staff have briefing/induction training on child and vulnerable person safeguarding		

Appendix D

Allegations from a Child

When a child informs you that he/she is uncomfortable or concerned with a specific person's (adult or child) behavior towards them or another child, the following steps must be taken:

- Reassure them that they were right to report the behavior.
- Assure them that it was not their fault.
- Listen carefully and calmly to them.
- Ask a limited number of questions to clarify the allegation only so you will be able to later report the incident correctly. **A full investigation is to only be conducted by someone trained to interview a child that has alleged abuse.**
- If you do need to ask questions for clarification, try not to repeat the same questions to the child, as this gives the child the impression that they did not give correct information the first time and they are not fully believed.
- Do not promise secrecy to the child. Inform the child that you must report the incident or inappropriate behavior as it is in their best interest.
- Take proper steps to ensure the physical safety and psychological wellbeing of the child. This may include referring them for medical treatment or to a psychologist.
- Make certain you distinguish between what the child has actually said and the inferences you may have made. Accuracy is paramount in this stage of the procedure.
- Do not permit personal doubt to prevent you from reporting the allegation to the proper authorities.
- Let the child know what you are going to do next and that you will let them know what happens.

Appendix E

Indicators of Abuse

Child Abuse:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries;
- An injury for which the explanation seems inconsistent;
- The child describes what appears to be an abusive act involving him/her;
- Someone else—a child or adult, expresses concern about the welfare of another child;
- Unexplained changes in behavior—e.g. becoming very quiet, withdrawn, or displaying sudden outbursts of temper;
- Inappropriate sexual awareness;
- Engages in sexually explicit behavior in games;
- Is distrustful of adults, particularly those with whom a close relationship will normally be expected;
- Has difficulty in making friends;
- Is prevented from socializing with other children;
- Displays variations in eating patterns including overeating or loss of appetite;
- Loses weight for no apparent reason;
- Becomes increasingly dirty or unkempt.

Adult abuse:

Signs and symptoms of physical abuse

- Cuts
- Bruises
- Burns
- Grip marks
- Black eyes
- Unusual pattern or location of injury
- Fearfulness
- Depression
- Anxiety
- Withdrawal from regular activities and social contact

Signs and symptoms of emotional abuse

- Depression
- Fear
- Anxiety
- Behavior changes when a caregiver enters or leaves the room

Signs and symptoms of sexual abuse

- Pain, itching or bruises around breasts or genital area
- Torn, stained or bloody underclothing
- Sexually transmitted diseases
- Vaginal or anal bleeding
- Depression, withdrawal from regular activities, fear, anxiety

The above list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. It is not the responsibility of MPI staff, interns, or volunteers to decide that abuse is occurring, but it is their responsibility to act on any concerns.



**Appendix F
SAFEGUARDING CONCERN REPORT FORM**

1. Date of Report	
--------------------------	--

2. DETAILS OF ALLEGED VICTIM

First Name		Surname	
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Address		Date of Birth	
		Estimated Age	
		Organization/School	
Telephone Number		Organization/School Address	
Language spoken (Interpreter needed?)		Any disability or special needs?	

3. DETAILS OF CONCERN (Please include the victim/child parents and/or caregiver's view, if known. Please attach additional sheets if necessary.)

Date of incident	
Location of incident	
Were there any witnesses? (Who? How many? Etc.)	
Details of the incident	

Does the child/victim know the referral is being made? (Be clear that you cannot promise confidentiality, particularly to the a child)	
---	--

4. TYPE OF CONCERN

Child Welfare Concern	<input type="checkbox"/>	Physical Abuse	<input type="checkbox"/>
Emotional Abuse	<input type="checkbox"/>	Sexual Abuse	<input type="checkbox"/>
Neglect	<input type="checkbox"/>	Exploitation	<input type="checkbox"/>

5. PARENTS/GUARDIANS, CAREGIVERS AWARE OF THE REPORT DETAILS

Are the parent/parents or caregivers aware that a concern has been reported?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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6. PARTNER/GUARDIAN DETAILS (Where appropriate)

Details of Mother			
First Name		Surname	
Address (if different from above)		Phone Number	

Details of Father			
First Name		Surname	
Address (if different from above)		Phone Number	

Details of Caregiver			
First Name		Surname	
Address (if different from above)		Phone Number	

7. DETAILS OF PERSON(S) ALLEGEDLY CAUSING HARM

First Name		Surname	
If name unknown, please indicate reason			
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>

Address		Date of Birth	
		Estimated Age	
		Telephone No.	
Job Title		Organization/ Institution	
Relationship to Child/Victim			
Address at time of alleged incident(s)			
Current contact with children/victims if known (e.g. at a school, through an organization.)			
Any additional information			

8. ACTION TAKEN

Has the matter been referred to the relevant authorities?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If Yes, Date of Referral				
If No, explain why				
Who was it referred to? (Give name and position held)				
Address				
Phone Number				
Email (if available)				
Has the matter been referred to any relevant MPI partner organization?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If Yes, Date and Referral				
If No, explain why				
To whom was it referred? (Give name and position held)				
Address				
Phone number				
Email (if available)				

9. Next Steps

What actions were agreed upon and by whom when the concern was referred to the relevant authorities /partner organization?	
Are there any immediate safeguarding concerns? If so, please record what they are and state what actions have been taken and by whom.	

10. DETAILS OF PERSON COMPLETING THE FORM

First Name		Surname	
Address		Phone Number	
		Email	
Position with MPI (staff, intern, volunteer)			
Date of form completion			
Signature			

11. RECEIVED BY MPI'S SAFEGUARDING OFFICER

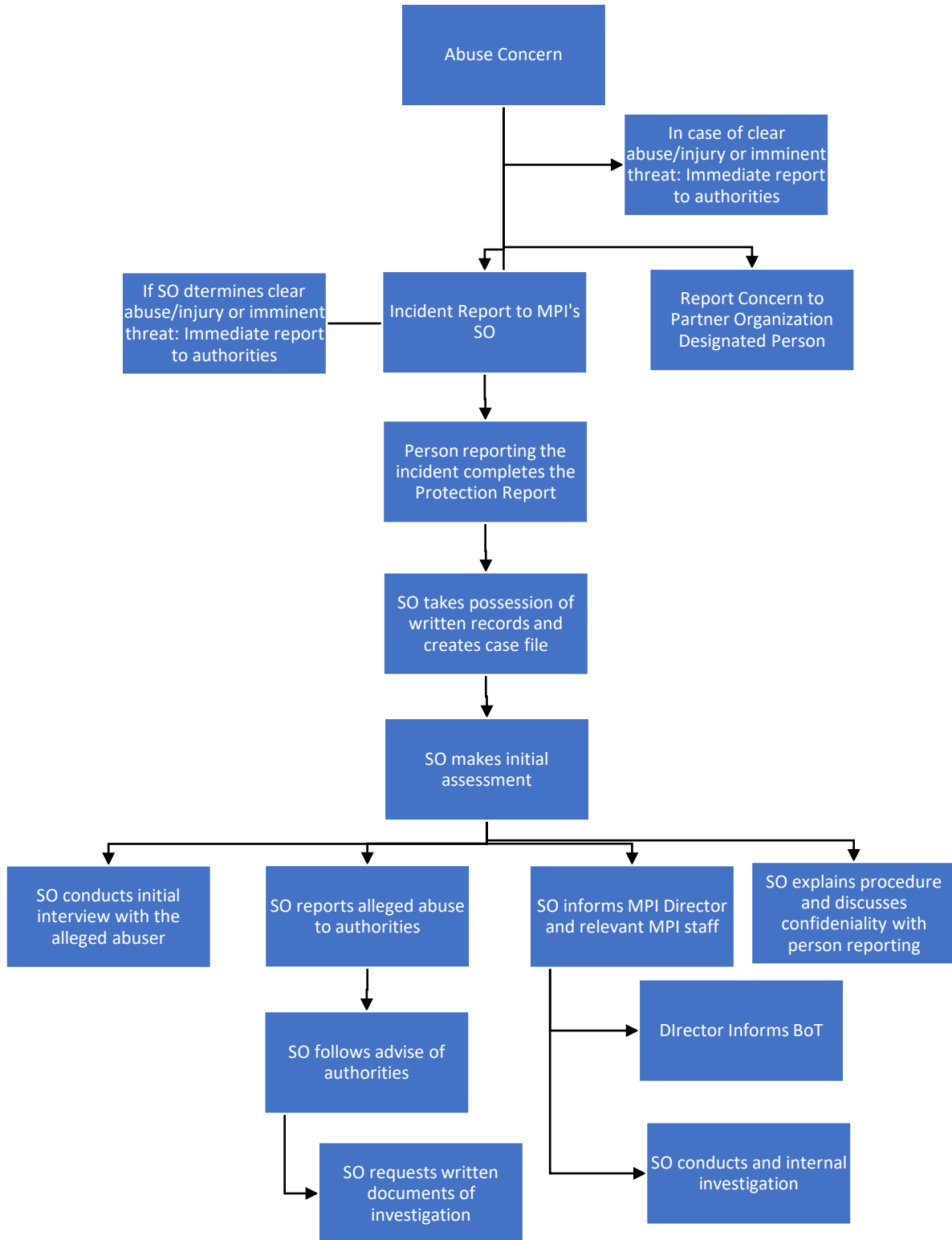
First Name		Surname	
Address		Phone Number	
		Email	
Position with MPI			
Date/Time form received			
Signature			

NB: A copy of the completed form must be filed in a secure location and a copy must be sent to the designated officer and civil/statutory authorities

Form updates March 2020

Appendix G

Flow-chart for reporting suspected abuse



Appendix H

Self-Audit Tool

The Safeguarding Officer is to complete this self-audit to determine MPI's strengths and weaknesses in keeping people safe. By completing this self-audit tool, MPI can measure how well MPI is meeting standards on making MPI a safe environment and where MPI needs to improve. This tool can be used at different stages during implementation and monitoring of safeguarding to check that MPI is making the necessary improvements.

Copy the questionnaire, date the copy and then follow the steps outlined below. You can then keep a record in order to review your progress at a later date.

The self-audit tool asks you to think about four different areas of MPI.

1. Policy
2. People
3. Procedures
4. Accountability

Read the following statements and decide whether, for MPI, each statement is:

- A. in place
- B. partially done
- C. not in place

Tick the A, B or C box as appropriate.

Mindanao Peacebuilding Institute Foundation Self-Audit Tool on Safeguarding

Date:

Standard 1: Policy		A	B	C
1.a	MPI has a written safeguarding policy, approved by the relevant management body, to which all staff and associates (including partners) are required to adhere.			
1.b	The UN Convention on the Rights of the Child and other Conventions and Guidelines pertaining to children and vulnerable persons informs the policy of MPI.			
1.c	The policy is written in a way that is clear and easily understandable and is publicized, promoted and distributed widely to all relevant stakeholders.			
1.d	The policy is clear that all persons have equal rights to protection and that some, especially children and vulnerable persons, face particular risks and difficulties in getting help, because of their ethnicity, gender, age, religion or disability, sexual orientation.			
1.e	The policy addresses safeguarding persons from harm through misconduct by staff, interns, volunteers, and others, from poor practice, and from its operational activities where these may harm persons or put them at risk due to poor design and/or delivery.			
1.f	MPI makes clear that ultimate responsibility for ensuring the safety of individuals rests with senior executives the Director and the Board of Trustees.			
Standard 2: People		A	B	C
2.a	There are written guidelines for behavior (Code of Conduct) that provide guidance on appropriate/expected standards of behavior towards children and vulnerable persons and of children towards other children.			
2.b	Recruitment processes have strong safeguarding checks in place. Recruitment adverts, interviews and contracts all outline a commitment to safeguarding.			

2.c	MPI is open and aware when it comes to safeguarding matters such that issues can be easily identified, raised and discussed. All staff, interns and volunteers have training on safeguarding.			
2.d	Individuals are made aware of their right to be safe from abuse and provided with advice and support on keeping themselves safe including information for children, parents and caregivers about where to go for help.			
2.e	MPI designates key people at different levels (including Director level) as “focal points” with clear defined responsibilities, to champion, support and communicate on safeguarding and for effective operation safeguarding policy.			
2.f	Partner organizations are required and supported to develop minimum safeguarding measures appropriate to their organization.			
Standard 3: Procedures		A	B	C
3.a	MPI requires local mapping exercises to be carried out that analyze the legal, social welfare and child protection arrangements in the context in which it works.			
3.b	There is an appropriate process for reporting and responding to safeguarding incidents and concerns that fits with the local systems for dealing with incidents of child and vulnerable person abuse (as identified in the mapping exercise).			
3.c	The identification and mitigation of safeguarding risk is incorporated into risk assessment processes at all levels, i.e. from identification of corporate risks through to planning an activity involving or impacting children or vulnerable persons.			
3.d	Adequate human and financial resources are made available to support development and implementation of safeguarding measures.			
3.e	There are clear procedures in place that provide step-by-step guidance on how to report safely which are linked to MPI’s disciplinary policy and procedures.			
3.f	Safeguards are integrated with and actively managed into existing business processes and systems (strategic planning, budgeting, recruitment, program cycle management, performance management, procurement, etc.) to ensure safeguarding is a feature of all key aspects of operations.			

	Standard 4: Accountability	A	B	C
4.a	Arrangements are in place to monitor compliance with and implementation of safeguarding policies and procedures through specific measures and/or integration into existing systems for quality assurance, risk management, audit, monitoring and review.			
4.b	There is a system of regular reporting to key management forums, including Director level, to track progress and performance on safeguarding, including information on safeguarding issues and protection cases.			
4.c	External or independent bodies such as Board of Trustees, oversight committees are used to monitor performance in this area and hold senior executives to account in relation to safeguarding.			
4.e	Opportunities exist for learning from practical case experience to be fed back into organizational development.			
4.f	Policies and practices are reviewed at regular intervals and formally evaluated every three years.			
4.g	Progress, performance and lessons learnt are reported to key stakeholders (management forums and external or independent bodies where relevant) and included in MPI's annual reports.			

References

Aspyre Africa Child Protection Policy, PDF File, January 30, 2016.

<http://aspyreafrica.org/wp-content/uploads/2016/06/AspyreAfricaChildProtectionPolicy2016.docx.pdf>

VMM Child and Vulnerable Persons Safeguarding Policy, PDF File, May 2019.

<http://www.vmminternational.org/wp-content/uploads/2019/05/VMM-Child-Vulnerable-Persons-Safeguarding-Policy-2019.pdf>

CRS Policy on Safeguarding, PDF File, November 1, 2018.

https://www.crs.org/sites/default/files/tools-research/safeguarding_policy_1.pdf

Office of Human Resources Management and Organizational Development Policies and Procedures Manual: Rules and Regulations: Anti-Sexual Harassment Policy, Ateneo de Manila, May 21, 2018

<http://www.ateneo.edu/anti-sexual-harassment-policy-version-20>

Signs and symptoms of adult abuse and neglect

<https://www.fraserhealth.ca/health-topics-a-to-z/adult-abuse-and-neglect/signs-and-symptoms-of-adult-abuse-and-neglect>