Mobile Arts for Peace (MAP)

Safeguarding Policy

(working draft)

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1. Introduction

Mobile Arts for Peace (MAP) is an arts-based research project that has been working in four countries since August 2020: Nepal, Indonesia, Kyrgyzstan and Rwanda. The project team includes the Principle Investigator (PI) Ananda Bread (University of Lincoln, UK) and Co-investigators (Co-Is) Bishnu Khatri (Human Rights Film Center, Nepal), Rajib Timalsina (Tribhuvan University, Nepal), Tajyka Shabdanova (Foundation for Tolerance International, Kyrgyzstan), Harla Sara Octarra (Indonesia), Sylvestre Nzahabwanayo (University of Rwanda, Rwanda), Eric Ndushabandi (Institute of Research and Dialogue for Peace, Rwanda), Koula Charitonos (Open University, UK), and Kirrily Pells (University College London, UK). Rajib Timalsina is the safeguarding lead for MAP, but there is a safeguarding point person in each country.

2. Goal and Objectives

This Safeguarding Policy is to increase understanding and practice regarding the provision of safeguarding for the MAP project to ensure a healthy environment.

2.1 The goal of this policy is to safeguard participants, staff, researchers and partners from exploitation and abuse in the delivery of project.

2.2 The objective of this policy is to create, maintain and monitor safe and positive environments for participants, staff, researchers, partners, and volunteers in the delivery of project work.

3. Standards of Behavior:

The following Standards and Behavior are the minimum requirements of all participants, staff, researchers, and volunteers:

3.1 At all-times treat children, women and People with Disabilities (PWDs) and other individuals with respect, value their views and take them seriously.

3.2 Work with diverse people in a spirit of co-operation and partnership based on mutual trust and respect and in ways that enhance their inherent capacities and capabilities, and develop their potential.

4. Avoid Negative Actions and Behavior:

The following Actions and Behavior should be avoided by all participants, staff, researchers and volunteers;

4.1 Hit or use physical assault or abuse

4.2 Develop sexual relation with members, staffs, volunteers and beneficiaries

4.3 Bully, humiliate, emotionally abuse, or verbally abuse

4.4 Act in ways that may place a person at risk of abuse

4.5 Threaten any person with any forms of abuse or neglect

4.4 Engage children in work that is exploitative, dangerous, or prevent participation in education or having a childhood

4.5 Use language, symbols, gesture, make suggestions or offer advice which is inappropriate, offensive or abusive against women, children and PWDs

4.6 Discrimination against, show differential treatment, or favour to the exclusive of others

4.7 Use internet, email, social media and new technologies to abuse others

4.8 Involve in cheating, fraud, illegal and immoral activities

4.8 Use of alcohol, drugs or tobacco during MAP activities

4.9 Leave children or vulnerable adults alone with just one other adult

4.10 Any types of workplace harassment as defined by existing laws and the Save the Children or UKRI safeguarding policy

5. Prevention:

5.1 A safeguarding risk analysis will be undertaken annually, during programme development or prior to any activity to mitigate any risk. Mitigation strategies will be developed through participatory process engaging participants, staff, researchers, and and key target groups as necessary.

5.2 MAP will carry out a range of checks in order to discourage unsuitable people who may seek to gain access as participants, staff, researchers, and volunteers.

5.3 Safeguarding risk analysis will be shared with all participants, staff, researchers, and volunteers and key target groups. The provisions of safeguarding policy will be also referenced in human resource policy and other policies of the implementing organizations.

5.4 Risk analysis report will be prepared and documented by Safeguarding Focal Person for official record and mitigation activities.

6. Safeguarding Focal Person:

Safeguarding Focal Person will be appointed by Project Management Committee.

Safeguarding Focal Person will receive training on safeguarding principles, standards, his/her roles and responsibilities. Safeguarding Focal Person will receive policy level feedback from executive committee, periodic risk analysis and mitigation plan and to ensure the implementation of the recommendation of safeguarding risk analysis and mitigation strategies. Safeguarding Focal Person will work closely with project management committee.

7. Orientation:

All MAP project members, staff and volunteers will have to complete a safeguarding orientation programme based on the MAP safeguarding policy developed by Safeguarding Focal Person. The Safeguarding Focal Person will organize orientation at least once a year. All the project staff

and volunteers will need to sign a commitment letter to the Safeguarding Policy before they start their work on MAP project activities.

8. Communication and Confidentiality:

MAP is committed to ensuring all images, photos, videos are developed/undertaken with sensitivity in order to safeguard the individual's right to dignity, identity, confidentiality and privacy. Content should always be decent and respectful. Photos, videos, and personal information will be held securely as identified in the information sheets. Confidentiality must be maintained.

9. Reporting and Investigation:

10.1 All reports of safeguarding concerns can be in any written form (braille, large print, audio) and will be sent to the Safeguarding Focal Person.

10.2 MAP strongly disapproves of and will not tolerate any form of work against this safeguarding policy.

10.3 Any participants, staff, researchers, and volunteers who engages in such action against this safeguarding policy will be subject to discipline up to and including termination of the membership, contract or appointment.

10.4 All reported complaints will be fully investigated to find their accuracy and appropriate measures will be taken to investigate by the Safeguarding Focal Person. Contact details of the Safeguarding Focal Person will be shared with members, staffs, volunteers and beneficiaries.

10.5 Safeguarding Focal Person is responsible for mapping key safeguarding agencies to which to report incidents and those should be updated twice a year.

10.6 Safeguarding Focal Person and the project management committee will manage support for those who are vulnerable children, youth or adults during a reporting process and investigation.

10. Implementation and Monitoring:

11.1 Safeguarding will be communicated as everybody's responsibility.

11.2 Emphasis will be placed on managerial responsibility to ensure that protection mechanisms are in place.

11.3 The safeguarding policy will be included in the orientation agenda for all new participants, staff, researchers, and volunteers by the Safeguarding Focal Person.

11.4 Every workplace will display contact and details for reporting possible violation of safeguarding policy provision.

11.5 MAP will make every effort to communicate provision of safeguarding policy to existing participants, staff, researchers, and volunteers and MAP key beneficiaries work in, and ensure they are aware of the role of the Safeguarding Focal Person.

11.6 Report to the project management committee of MAP as required by Safeguarding Focal Person periodically to make updates about safeguarding issues.

11.7 The policy will be reviewed every year or sooner if required.

11.8 All incidents of safeguarding reports will be logged at MAP project office by Safeguarding Focal Person. A log book register will be maintained for incidents record and documentation.

11. Important responsibilities of all:

11.1 Be aware of situation which may present risk and proactively manage these risks.

11.2 Plan and organize the work and the workplace so as to minimize risks.

11.3 Ensure that a culture of openness exists to enable any issues or concerns to be raised and discussed.

11.4 Ensure that a sense of accountability exists so that poor practice or potentially abusive behavior does not go unchallenged.

Safeguarding Focal Person: Rajib Timalsina (rajib.timalsina@dcpds-tu.edu.np)

If you have any questions you can ask one of the team – you can get in touch with any of us below.

Research team contact details

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If you have a concern about any aspect of this study, you should ask to speak to the researcher/researchers, who will do their best to answer your questions.