

# Safeguarding Policy

Adopted by BPI board  
on 1. September 2022 in Bratislava, Slovakia

## Purpose

The purpose of this Bratislava Policy Institute Safeguarding Policy is to protect people, and mostly children, vulnerable adults, marginal groups, and beneficiaries of assistance, from any harm and discrimination that may be caused due to their coming into contact with Bratislava Policy Institute.

It includes harm arising from:

- The conduct of staff or personnel associated with Bratislava Policy Institute,
- The design and implementation of Bratislava Policy Institute's programs and activities.
- The Policy lays out the commitments made by Bratislava Policy Institute and informs staff and associated personnel of their responsibilities in relation to safeguarding. Bratislava Policy Institute views safeguarding policy as a set of reasonable steps to minimize the risk of harm, in particular sexual exploitation, abuse and harassment from occurring; to protect people, especially vulnerable adults and children, from that harm; and to respond appropriately when harm does occur.

## Scope

- All Bratislava Policy Institute staff
- Associated personnel whilst engaged with work or visits related to Bratislava Policy Institute, including but not limited to the following: consultants; volunteers; contractors; program visitors including journalists, celebrities, and politicians.

## Legal framework

In accordance with national laws.

The Charter of Fundamental Rights of the European Union

The Convention on the Rights of the Child

The European Social Charter

The European Convention on the Exercise of Children's Rights

The Convention on the International Protection of Adults

The UN Convention on the Rights of Persons with Disabilities

EU Directive 95/46/EC - GDPR Directive

## **Policy Statement**

Bratislava Policy Institute believes that everyone we come into contact with, regardless of age, gender, disability, or ethnic origin has the right to be protected from all forms of harm, abuse, neglect, and exploitation. Bratislava Policy Institute will not tolerate abuse and exploitation by staff or associated personnel.

The Policy will address the following areas of safeguarding: child safeguarding, adult safeguarding, and protection from sexual exploitation and abuse.

Bratislava Policy Institute commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

## **Prevention**

Bratislava Policy Institute will:

- Ensure all staff have access to, are familiar with, and know their responsibilities within the Policy.
- Design and undertake all its programs and activities in a way that protects people from any risk of harm that may arise from their coming into contact with Bratislava Policy Institute. This includes the way in which information about individuals in our programs is gathered and communicated.
- Implement stringent safeguarding procedures when recruiting, managing, and deploying staff and associated personnel.
- Follow up on reports of safeguarding concerns promptly and according to due process.

## **Child safeguarding**

Bratislava Policy Institute staff and associated personnel must not:

- Sexually abuse or exploit children.
- Subject a child to physical, emotional, or psychological abuse, or neglect.
- Engage in any commercially exploitative activities with children including child labor or trafficking.

## **Adult safeguarding**

Bratislava Policy Institute staff and associated personnel must not:

- Sexually abuse or exploit adults.
- Subject adults to physical, emotional, or psychological abuse, or neglect.

## **Protection from sexual exploitation and abuse**

Bratislava Policy Institute staff and associated personnel must not:

- Exchange money, employment, goods, or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries of assistance.
- Engage in any sexual relationships with beneficiaries of assistance due to a fact that they are based on inherently unequal power dynamics.

Additionally, Bratislava Policy Institute staff and associated personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy.
- Report any concerns or suspicions regarding safeguarding violations by a Bratislava Policy Institute staff members or associated personnel to the appropriate staff member.

### **Enabling reports**

Bratislava Policy Institute will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities we work with. Bratislava Policy Institute will also accept complaints from external sources such as members of the public, partners, and official bodies.

### **How to report a safeguarding concern**

Staff members who have a complaint or concern relating to safeguarding should report it immediately to their direct superior and HR representative. If the staff member does not feel comfortable reporting to their either of these, (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other appropriate staff member or the President.

### **Response**

Bratislava Policy Institute will follow up safeguarding reports and concerns according to internal rules outlined in our strategic documents. Bratislava Policy Institute will apply appropriate disciplinary measures to staff found in breach of policy. Bratislava Policy Institute will offer support to survivors of harm caused by staff or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor.

### **Confidentiality**

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need-to-know basis only and should be kept secure at all times.