



**BRAC James P Grant School of Public Health  
BRAC University**

**Safeguarding Policy**

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March 16, 2021

## **Introduction:**

A **safeguarding policy** statement makes it clear what our organization or group will do to keep the workplace safe. BRAC JPGSPH's safeguarding policy set the institution's commitment to protect all its staffs and associated persons. The prevention of sexual harassment, intimidation, violence, bullying, humiliation, discrimination, neglect and exploitation is as far as possible built into the work practices themselves. BRAC JPGSPH has committed to reduce this practice.

## **Scope:**

**Safeguarding means** protecting the health, wellbeing and human rights of adults at risk, enabling them to live safely, free from abuse and neglect. It is about people and organizations working together to prevent and reduce both the risks and experience of abuse or neglect.

BRAC JPGSPH will give importance to safe guarding risks by finding the gaps and weaknesses in practicing safeguarding and address the gap wherever they are found.

It is a responsibility of all staffs in their daily actions, decisions and behavior to endeavor to promote the concept of safeguarding, to comply with all relevant legislation and to ensure that they do not discriminate among colleagues, other staffs, suppliers or any other person associated with the institution.

BRAC JPGSPH will develop and implement sub-policies if required

## **Principles:**

1. BRAC JPGSPH is responsible to prevent abuse occurring. Safeguarding will be a central element of the School's culture. It is required to mitigate existing risks in work practices.
2. Everybody within the institute is responsible for safeguarding employees, service staffs, students and other members & visitors.
3. Everybody should intervene to stop abuse whenever possible.
4. Report of abuse is must.
5. BRAC JPGSPH will ensure multiple reporting channels against any kind of abuse.
6. The school will not tolerate direct or indirect discrimination or abuse against any person on grounds of age, disability, gender, marriage/civil partnership, pregnancy/maternity, race, religion, sex or sexual orientation whether in the field of recruitment, terms and conditions of employment, career progression, training, transfer or dismissal.
7. Employees and associated personnel must not physically assault anybody, threaten anybody, bully anybody, humiliate, sexually harass anybody, and neglect anybody.

## **Key Actions:**

1. BRAC JPGSPH will not tolerate acts that breach this policy and all such breaches or all alleged breached will be taken seriously, be fully investigated and may be subject to disciplinary action where appropriate.
2. Will provide all employees with the training and development to make them aware.

3. Will distribute and publicize this policy statement throughout the institution.
4. Stop immediately any abuse they witness, if at all possible.
5. Report any abuse they witness or have reliable information about.
6. Treat everybody with respect and respect everybody's privacy.
7. Compliance to the safeguarding policy will be an indicator for recruitment, performance evaluation and promotion.
8. A detailed implementation process will be documented.

### **Reporting Procedure:**

BRAC JPSPH has created a reporting system for abuse (and other violation) with several channels that complement each other. These channels are known throughout the projects. Regular campaigns ensure continued awareness.

The first channel is line management. Supervisors are aware that they have to intervene to stop abuse and that they have to report all cases upward through the line. Cases of suspected abuse reported up through the line are always followed up.

The second channel makes it possible to bypass management and reach the specialized investigative body directly. The channel operates a dedicated email. Through this channel the identity of the complainant can be protected. Cases of violations reported through this channel are always followed up.

One should keep a written record detailing the incidents of harassment and any requests made to the harasser to stop. This written record should be made as soon as possible after the events giving rise to concern and should include dates, times, places and the circumstances of what happened.

The Institution has a formal procedure for dealing with these issues which one can obtain from HR Department.

The Safeguard policy is to be used by any member of staff working directly with the school. This is applicable for the Head Office & field level of the school. 6 members of the committee have been proposed to maintain the safeguarding policy which will be protecting against abuse, violence, bullying, sexual harassment, discrimination, neglect and many others.

So, the concerned members will be involved in protection concern for Safe & Sound of the staff working for the entire school. Moreover, there has been proposed to hire an experienced policymaker to establish a strong policy for the school. We will be conducting seminars and workshop to make a practice sharing knowledge about what the safeguarding policy means.

### **Following is the composition of Safe Guard Committee:**

**Chair: Prof Kaosar Afsana**, Member: Dr. Tanvir Hassan, Mrittika Barua, Nazmul Islam, Farhana Alam, Moontaka Tuba Shyama sultana & a Focal Person from Midwifery.