

Be artsy Safeguarding Policy

Purpose

1. The purpose of this policy is to protect people from any harm as a result of contact with the be artsy organisation. This policy covers both harms stemming from:
 - The conduct of staff associated with be artsy
 - The design and implementation of be artsy's projects
2. For the purpose of this policy, it covers conduct towards both children and adults. A child is a person below the age of 18.
3. The policy lays out the commitment of be artsy personnel to abide by these procedures to ensure a healthy and safe work environment.
4. Staff will be notified of their responsibilities of this safeguarding policy.
5. This policy has been developed in conjunction with the UN Convention of the Rights of the Child 1989 and the Universal Declaration of Human Rights 1948 as well as legislation to protect adults and children in Nepal. It has also been written to reflect GlobalGiving and The Australian Charity Commission's recommendations on safeguarding policies.

Policy Statement

6. Be artsy is committed to upholding its integral values in which it seeks to create in the communities it works. These values include demonstrating human rights, conducting work in a productive and respectful manner the be artsy community has endeavoured to create social change, especially for women and girls in Nepal.
7. We understand the power imbalances that can be present in the deliverance of aid and strive to eradicate these injustices through staff training, whistle blowing processes of reporting and effective communication between the organisation and the recipients.

Definitions

8. 'Safeguarding' means to protect the human rights of individuals and groups who come into contact with the be artsy organisation and the work they pursue. This also covers those who may be particularly at risk of abuse, neglect or exploitation if power imbalances exist. This refers to the measures adopted to protect all from harm.
9. 'Abuse, neglect or exploitation' includes:

- a. Sexual harassment
- b. Verbal, physical or emotional abuse
- c. Threats
- d. Bullying
- e. Racial or gender-based discrimination
- f. Abuse of position or power

Roles and responsibilities

10. It is the responsibility of the whole be artsy organisation to protect individuals and groups from abuse, neglect or exploitation. There are certain people who hold superior roles at be artsy who have specific roles within this policy.
11. All members of the board of be artsy will:
 - a. Protect all people who interact or come into contact with be artsy
 - b. Make sure to ensure there are methods to do so
 - c. Ensure the board are informed of relevant laws that cover safeguarding
 - d. Approach safeguarding to prioritise the needs, rights and requests of the survivor
12. The Chief Executive Officer of Be Artsy will make sure to:
 - a. Have effective and appropriate ways to ensure compliance to the safeguarding policy
 - b. In planning of be artsy's projects, there are steps taken to protect everyone
 - c. If necessary, report to external parties
13. Managers of be artsy must:
 - a. Encourage all forms of safeguarding throughout the organisation, particularly where their level of responsibility lies
 - b. Eradicate risks associated with potential incidents
 - c. Facilitate the reporting of abuse
 - d. Protect survivors by reflecting their wishes in any occurrence of an incident, and do it transparently
14. All other volunteers of be artsy must:
 - a. Be well informed of be artsy's Code of Conduct, policies and procedures for safeguarding
 - b. Report any incidents of abuse to where appropriate when it is believed someone is at risk

- c. Encourage a healthy and safe work environment
15. All partners of be artsy must:
- a. Implement provisions of this policy in their dealings with be artsy
 - b. Report any incidents or suspicion of incidents which might take place

Managing incidents

16. Given the nature of the conduct this safeguarding policy covers, be artsy holds the right to:
- a. Take disciplinary action against those who demonstrate serious misconduct
 - b. Take legal action
 - c. Report to law enforcement agencies
17. If there is any suspicion of misconduct, any member of the staff or volunteer groups at be artsy must report to the CEO.
18. The reports will remain confidential to preserve the victim's anonymity if in their wishes.
19. Incidents must be managed through be artsy's incident response plan.

Administration of be artsy's safeguarding policy

20. This policy will be reviewed every 12 months. The next review will take place on 05/09/2021