



UFUK
İnsani Yardım Derneđi

UFUK ASSOCIATION FOR RELIEF AND DEVELOPMENT

Safeguarding Policy



1. INTRODUCTION AND PURPOSE

The **UFUK ASSOCIATION FOR RELIEF AND DEVELOPMENT** (hereinafter referred to as the “Association”) recognizes the safety, well-being, and dignity of all individuals affected by its activities as a top priority. In particular, **children, women, and vulnerable adults** have the right to be protected from neglect, abuse, harassment, exploitation, and mistreatment.

The purpose of this policy is to:

- Provide a **framework for preventing safeguarding risks** across the Association’s activities,
- Ensure that staff, volunteers, and partners **do no harm** and provide a safe environment,
- Align with **national laws** and **international standards** (e.g., UN Convention on the Rights of the Child, IASC Safeguarding Principles, PSEA standards),
- Guarantee that all safeguarding concerns are addressed **seriously, fairly, confidentially, and in a timely manner**.

2. SCOPE

This policy applies to:

- Board members,
- All employees,
- Volunteers,
- Project partners and consultants,
- Suppliers and contractors,
- Any individuals or entities acting on behalf of the Association.

It covers all **domestic and international operations, programs, and projects** of the Association, and applies to all **children, women, and vulnerable adults** who may be directly or indirectly impacted.

3. CORE PRINCIPLES

- **Best Interests of the Child:** The best interests of children are prioritized in all decisions and actions.
- **Zero Tolerance:** Any form of abuse, neglect, exploitation, or mistreatment is not tolerated.
- **Accountability:** All staff and partners are responsible for complying with this policy and reporting any violations.

- **Confidentiality:** Reports of safeguarding concerns will be kept confidential; whistleblowers are protected from retaliation.
- **Participation:** Vulnerable individuals' voices are heard and respected within a rights-based approach.
- **Prevention:** Safeguarding risks are proactively identified and mitigated in all activities.

4. CODE OF CONDUCT

All staff, volunteers, and partners must adhere to the following rules of conduct:

- **Professional Boundaries:** Relationships with vulnerable individuals must remain professional at all times. Personal gifts, private communications, or social media connections are prohibited.
- **Abuse of Power or Trust:** Authority or trust gained through the Association must never be used for personal benefit or exploitation.
- **Violence and Harassment:** Physical punishment, threats, coercion, or degrading language are strictly prohibited.
- **Sexual Exploitation and Abuse:** Demanding or offering sexual favors in exchange for aid, employment, services, or privileges is strictly prohibited.
- **Photography and Media Use:** Images or videos of children or vulnerable individuals may not be taken, shared, or published without written consent from parents/legal guardians. All visuals must be used in a **dignified, safe, and respectful** manner.

5. RISK MANAGEMENT AND PREVENTIVE MEASURES

- **Recruitment and Vetting:** Background checks, reference verification, and criminal record screening (where applicable) are mandatory for staff and volunteers.
- **Training:** All staff and volunteers receive mandatory training on safeguarding, recognizing signs of abuse, and reporting procedures.
- **Project Planning:** All projects are reviewed for safeguarding risks, and preventive measures are integrated into project design.
- **Monitoring and Oversight:** Safeguarding compliance is regularly monitored and reported.

6. REPORTING PROCEDURES

All staff, volunteers, and stakeholders are required to **report any safeguarding concerns, suspicions, or violations** immediately.

Reporting Channels:

- **Verbal Reports:** To the immediate supervisor or Human Resources department.

- **Written Reports:** Via a secure and confidential email address (e.g., info@ufuk-insani.org).
- **Emergency:** Direct escalation to senior management or local authorities in urgent cases.

Confidentiality:

- The identity of whistleblowers will be protected unless disclosure is legally required.
- Individuals making good-faith reports are protected from retaliation or punitive action.

7. INVESTIGATION AND SANCTIONS

- **Preliminary Review:** All reports will be assessed by a safeguarding review committee.
- **Investigation:** If warranted, a full investigation will be carried out, involving independent experts or legal advisors if necessary.
- **Impartiality:** Investigations will be conducted objectively, fairly, and with sensitivity to all parties involved.
- **Outcomes and Sanctions:**
 - Disciplinary action (warning, suspension, termination),
 - Referral to legal authorities if a criminal act is suspected,
 - Provision of psychosocial support to victims where appropriate.

8. TRAINING, AWARENESS, AND COMMUNICATION

- **Mandatory Training:** All employees and volunteers must participate in regular safeguarding training.
- **Policy Commitment:** All staff and volunteers must read and sign this policy as a condition of engagement.
- **Awareness Activities:** Communities engaging with the Association are informed of their safeguarding rights and complaint mechanisms.
- **Transparency:** Stakeholders are updated through regular safeguarding compliance reports.

9. REVIEW AND UPDATING

This policy will be reviewed and updated **at least annually** or as required by changes in national and international safeguarding standards.

Sincerely,

The Board of Directors and Legal Team of UFUK Association for Relief and Development

For detailed questions, please contact,

info@ufuk-insani.org