



MIJARC ASIA

Safeguarding Policy

MIJARC ASIA (Mouvement International de la Jeunesse Agricole et Rurale Catholique)

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Preface

(From the MIJARC Asia Safeguarding Policy Drafting Committee)

The development of this Safeguarding Policy has been a process of reflection, consultation, and discernment rooted in our mission as MIJARC Asia. As a movement committed to the dignity and empowerment of rural young people, we recognized the urgent need to establish a clear, contextualized, and accountable safeguarding framework that responds to the realities of the communities in which we serve.

This policy did not emerge in isolation. It is the result of a structured process that included contextual study, risk assessment, and broad consultation across the states and national movements within MIJARC Asia. We examined the social, cultural, and institutional environments in which our activities take place, identifying potential risks to children, young people, and vulnerable persons. Particular attention was given to power dynamics, leadership structures, community practices, and program settings that could unintentionally expose individuals to harm.

Risk analysis was conducted in Andhra Pradesh, Karnataka, Kerala, Madhya Pradesh, Northeast states, Odisha, Tamilnadu and Telangana states where MIJARC Asia operates, taking into account local legal frameworks, safeguarding capacities, and specific vulnerabilities present in rural contexts. These assessments helped us identify gaps, strengthen preventive measures, and design reporting and accountability mechanisms suited to our regional reality.

Central to this process was the active involvement of children and young people themselves. Through consultations, evaluations, and structured feedback sessions, young members shared their perspectives on safety, boundaries, trust, and leadership. Their voices helped shape the principles, reporting pathways, and standards of conduct contained in this document. We believe that safeguarding cannot be effective without listening to those it seeks to protect.

We also engaged leaders, staff, chaplains, and partner organizations to ensure that this policy reflects shared responsibility and practical implementation. The drafting process included review of Church safeguarding guidance, relevant civil legislation, and internationally recognized best practices to ensure alignment with both ecclesial and professional standards.

This Safeguarding Policy represents our collective commitment to prevention, accountability, transparency, and continuous improvement. It is a living document that will be reviewed regularly as our contexts evolve and as we continue to learn from experience.

As members of the Drafting Committee, we present this policy to MIJARC Asia with humility and responsibility. We trust that it will strengthen our movement, protect those entrusted to our care, and ensure that our mission is carried out in environments marked by dignity, respect, and Gospel-inspired integrity.

For the MIJARC Asia Safeguarding Policy Drafting Committee Chair person



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Official Endorsement

As President of MIJARC Asia, we formally endorse this Safeguarding Policy as an essential expression of our mission and our fidelity to the Gospel.

MIJARC Asia, as a Catholic-inspired movement of rural young people, is called to witness to the dignity of every human person and to ensure that all our spaces local, national, and regional—are environments of trust, respect, and protection. Safeguarding is not optional; it is integral to our Christian identity and to the credibility of our mission.

In communion with the universal Church and attentive to the guidance of the Holy See regarding the protection of minors and vulnerable persons, we affirm our zero tolerance for abuse, exploitation, or any misuse of authority. We commit ourselves to transparent procedures, accountability, and cooperation with civil and ecclesial authorities where required.

We call upon all leaders, members, staff, volunteers, and partners of MIJARC Asia to embrace this policy not merely as a set of regulations, but as a shared moral responsibility. Each of us is entrusted with the duty to protect, to prevent harm, and to respond with courage and compassion when concerns arise.

May this Safeguarding Policy strengthen our unity, deepen our integrity, and ensure that MIJARC Asia remains a safe and life-giving movement for all.

This policy was officially approved on 20th February 2026 and shall remain valid for a period of three years from the date of approval. It will be subject to review after the completion of the three year period.



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1. Introduction

- 1.1 MIJARC ASIA is a Catholic-inspired youth movement rooted in the Gospel values of dignity, justice, solidarity, and care for the most vulnerable. Safeguarding is central to our mission and ministry.
- 1.2 We follow the example of Jesus who welcomed children and blessed them (Mathew 19.13-15) and condemned any harm done to the children as a serious offence requiring severe response (Mathew 18.6, Luke 17.2)
- 1.3 We commit to the UN Convention on the Rights of the Child (UNCRC), adopted in 1989, makes it legally binding the civil, political, economic, social, and cultural rights of children under 18. It emphasizes that all children have rights to survival, development, protection, and participation, including education, health care, and protection from exploitation, without discrimination.

We affirm following the Convention on the Rights of Persons with Disabilities that children with disabilities will have full enjoyment of all human rights and fundamental freedoms on an equal basis with other children.

- 1.4. MIJARC ASIA collaborates with the efforts of the Catholic Church to provide safe environment for children. As Pope Francis stated in his Apostolic Letter, *Like a Loving Mother*, As a loving mother the Church loves all her children but maintains and protects with very special affection smaller ones and helpless, MIJARC ASIA considers all human beings, minors, and vulnerable adults - as persons and sons and daughters of God - deserve full respect for their dignity and their physical and psychological integrity. Any relationship with them will be governed by respect, fairness and cordiality, and will exclude any discrimination based on ethnicity, religion, culture, social status, sexual orientation, illness or physical or mental abilities. Violence, intimidation, hostility, harassment, and humiliation must be excluded from any relationship by its members.
- 1.5. Making our foundation on these biblical, ecclesial and universal perspectives, MIJARC ASIA reaffirm our commitment to defend and protect the minors and vulnerable adults who come under our care or who come in contact with us from any kind of sexual abuse, harm, neglect, and exploitation in all its programmes, structures, and activities across Asia, with particular applicability in the Indian context and offer them a safe environment. We invite all those who work or collaborate with us to make this commitment their own.

2. Purpose

- 2.1 This document sets out the MIJARC ASIA safeguarding policy for children and vulnerable adults and underpins every aspect of MIJARC ASIA work and the services it provides.
- 2.2 MIJARC ASIA, its staff, volunteers, board members, governors, independent advisors, consultants, committee members, contractors and leaders are committed to safeguarding and making it integral to all our work which is completed by them.
- 2.3 MIJARC ASIA believes the understanding of safeguarding throughout the organization, and the actions MIJARC ASIA takes together promote and maintain a safer environment and culture, whilst respecting an individual's dignity, privacy and appropriate confidentiality.
- 2.4 MIJARC ASIA believes that an institutional approach to safeguarding is required. This commitment means that there will be a consistent approach throughout MIJARC ASIA to safeguarding which makes it the responsibility for all staff, volunteers, trustees, governors, independent advisors, committee members, contractors, and leaders to identify and embed safeguarding in all the work it completes.

- 2.5 This policy supports MIJARC ASIA values of inclusion by providing the support to the widest group of people to participate in its services.
- 2.6 MIJARCASIA has “zerotolerance” for harm and abuse towards the employees and the area of work.
- 2.7 In MIJARC ASIA, we define it as taking all reasonable means to prevent harm, including sexual exploitation, abuse, and harassment; to protect individuals, particularly vulnerable adults and children from damage and to respond effectively when harm occurs.
- 2.8 MIJARC ASIA considers as abuses all the acts mentioned in the POCSO Act 2012. Types of abuses MIJARC ASIA doesn't accept are as follows:
 - ♦ Threatening behaviour
 - ♦ Verbal or written threats
 - ♦ Verbal abuse
 - ♦ Physical attacks
 - ♦ Sexual harassment, exploitation and abuse
 - ♦ Work place bullying
 - ♦ Internet harassment and cyberbullying
 - ♦ Emotional abuse and neglect
- 2.9 MIJARC ASIA Safeguarding Policy is not covering the policy of sexual harassment which is covered in “Prevention of Sexual Harassment in Workplace”.

3. Scope

- 3.1 This policy applies to all MIJARC ASIA locations, voluntary activity and services provided within the territory of India.
- 3.2 This policy applies to all MIJARC ASIA 's staff, volunteers, board members, governors, independent advisors, consultants, committee members, contractors and leaders as well as other third parties who are employed or contracted by MIJARC ASIA.
- 3.3 The policy is applicable irrespective of their race, gender, age, religion or disability, sexual orientation, social background or culture.
- 3.4 The policy is covering all the states and partners linked with MIJARC ASIA, in country, state, district, block or village level. This protocol of prevention and action against sexual abuse is for all the members of MIJARC ASIA and those who collaborate and works with us, as an instrument to assure safety and protection for children and vulnerable persons and to respond with clarity and decisiveness in case of its violation in the light of the Vademecum of the Catholic Church and other ecclesial and national guidelines regarding the protection of minors.
- 3.5 All the members of MIJARC ASIA, the contracted personnel, volunteers and all those who collaborate in the works of MIJARC ASIA must:
 - a) Know the manuals, protocols, and codes of conduct in force in the institution and commit to complying with them in writing.
 - b) Bring to the attention of those responsible in MIJARC ASIA any news or suspicion of abuse that may have been committed by any member, collaborator, employee, or participant in the activities of MIJARC ASIA .
- 3.6 The safeguarding policy was formulated through a structured consultation process that engaged key stake holders. Their input was systematically considered and incorporated, strengthening the policy's relevance, ownership, and effectiveness while reinforcing the organization's commitment to participatory and accountable safeguarding standards.

4 Policy Management Information

Title : MIJARC ASIA Safeguarding Policy

Owner : MIJARC ASIA

Author : Safeguarding Team

Approved by : MIJARC ASIA Governing Body

Date of approval : 20th Feb 2026

Applicable to : 8 states of India (North East India, Madhya Pradesh, Odisha, Telangana, Andhra Pradesh, Kerala, Karnataka and Tamilnadu)

Frequency of review : Every three years

Related Policies and Procedures : Detailed with in this policy

5. Definitions

5.1. Minor/child

As UN Convention on the Rights of the Child (UNCRC), and POCSO ACT 2012 define, "Minor" or a child is one who has not reached the age of eighteen.

5.2 Vulnerable adult/adult at risk

Church legislation equates one who habitually has an imperfect use of reason to a minor. For the Church, "vulnerable adult" is "any person in a state of illness, physical or psychological deficiency, or deprivation of personal freedom which, in fact, limits even occasionally his or her capacity to understand or to will or, in any case, to resist the offense" It may be, therefore, a person who has all his psychological faculties, but who feels completely helpless and incapable of reacting to someone who intends to abuse him at a given moment because the abuser holds authority, has power or provokes a reverential fear.

MIJARC ASIA considers as vulnerable adult or an adult at risk any person over the age of 18 who has needs for care and is experiencing, or at risk of, abuse or neglect and who is unable to protect themselves from either the risk of or the experience of abuse or neglect and are unable to safeguard their own well-being, property, rights and or other interest because they are affected by disability, mental disorder, illness or physical mental infirmity, are more vulnerable to being harmed than adults who are not so affected.

5.3. Sexual Abuse :

Sexual abuse is defined as any sexual act committed with a minor, with a vulnerable adult or with a person who habitually has an imperfect use of reason. This act may be committed with violence, threats or abuse of authority.

- ♦ Even if sexual intercourse with a minor is conscious and consented to by the minor, it is always sexual abuse. Abuse can consist of: "Sexual acts with contact and penetration" (oral, vaginal, or anal).

POCSO Act states that a person is said to commit "penetrative sexual assault" if:

- (a) He/She penetrates their genital organ, to any extent, into the vagina, mouth, urethra, or anus of a child, or makes the child do so with them or with any other person; or
- (b) He/She inserts, to any extent, any object or any part of the body, not being the genital organ, into the vagina, urethra, or anus of the child, or makes the child do so with them or with any other person; or
- (c) He/She manipulates any part of the body of the child so as to cause penetration into the vagina, urethra, anus, or any other part of the body of the child, or makes the child do so with them or with any other person or

- (d) He/She applies their mouth to the genital organ, vagina, anus, or urethra of the child, or makes the child do so with them or with any other person.
- ♦ "Acts with contact, but without penetration" such as masturbation, caressing, kissing or touching for libidinal purposes.
 - ♦ "Acts with out physical contact" (exhibitionism, voyeurism, fetishism...).
 - ♦ conversations and any action intended directly or indirectly to generate sexual satisfaction for oneself or for third parties, including sexual misconduct made through the media.
 - ♦ the production, acquisition, possession - even temporary - and dissemination in any form and with any instrument, of pornographic images of minors or persons with an imperfect use of reason for libidinous or profit-making purposes.
 - ♦ sexual exploitation of a minor, prostitution and/or inducement to prostitution, and sex tourism.

If the person who commits the offense is a child the POCSO Act would still apply, the only difference is that the procedure would be as per the Juvenile Justice (Care and Protection of Children) Act, 2015

5.4. Sexual assault : Whoever, with sexual intent touches the vagina, penis, anus or breast of the child or makes the child touch the vagina, penis, anus or breast of such person or any other person or does any other act with sexual intent which involves physical contact with out penetration is said to commit sexual assault.

5.5. Child pornography means any representation of a minor, regardless of the means used, involved in explicit sexual activities, whether real or simulated, and any representation of sexual organs of minors primarily for sexual purposes or the indecent or obscene representation of a child.

POCSO Act defines use of child for pornographic purposes as: Whoever, uses a child in any form of media (including programme or advertisement telecast by television channels or internet or any other electronic form or printed form, whether or not such programme or advertisement is intended for personal use or for distribution), for the purposes of sexual gratification, which includes-

- (a) representation of the sexual organs of a child.
- (b) usage of a child engaged in real or simulated sexual acts (with or without penetration);
- (c) the indecent or obscene representation of a child, shall be guilty of the offence of using a child for pornographic purposes.

5.6. Sexual Harassment means and includes any unwelcome sexual advances, requests for sexual favours and other verbal expression or physical conduct of sexual nature which makes a person feel offended, humiliated, or intimidated. It includes any one or more of the following unwelcome acts or behaviour, whether directly or by implication.

1. Physical contact and advances.
2. Demand or request for sexual favours.
3. Making sexually colored remarks or jokes or conversation.
4. Showing pornography.
5. Any other unwelcome physical conduct or verbal or non-verbal expressions of sexual nature.

POCSO Act states that a person is said to commit sexual harassment upon a child when such person with sexual intent,

- i. utters any word or makes any sound, or makes any gesture or exhibits any object or part of body with the intention that such word or sound shall be heard, or such gesture or object or part of body shall be seen by the child; or
- ii. makes a child exhibit his body or any part of his body so as it is seen by such person or any other person; or
- iii. shows any object to a child in any form or media for pornographic purposes; or
- iv. repeatedly or constantly follows or watches or contacts a child either directly or through electronic, digital or any other means; or
- v. threatens to use, in any form of media, a real or fabricated depiction through electronic, film or digital or any other mode, of any part of the body of the child or the involvement of the child in a sexual act; or
- vi. entices a child for pornographic purposes or gives gratification there for.

5.7. Safeguarding Team means the committee appointed by the MIJARC ASIA to assist the Safeguarding Director and the President of MIJARC ASIA.

5.8. Safeguarding Director means a member entrusted by MIJARC ASIA to implement the safe environment program in any center or activities of the MOVEMENT.

5.9. Dicastery : A dicastery is a major administrative department or ministry within the Roman Curia, the central governing body that assists the Pope in managing the global Catholic Church. The one that deals with the issues of Safeguarding Minors is the Dicastery for the Doctrine of Faith.

5.10 Safeguarding Minors

1. Protecting minors from abuse and maltreatment as defined above.
2. Preventing and protecting children from discrimination based on caste, gender, religion, class, color, disability, sexual orientation, and any other forms
3. Preventing impairment of children's health or development.
4. Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
5. Taking action to enable all children to have the best outcomes.
6. Safeguarding for MIJARC ASIA is also about people and organizations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognize that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.

5.11. Prevention of sexual abuse and exploitation

Sexual exploitation is a type of sexual abuse in which children, teenagers, and vulnerable groups are sexually abused for the purpose of gaining money, power, or status. Sexual attacks can be brutal, humiliating, and degrading. Children, young people, vulnerable groups, and women are sometimes persuaded or compelled to engage in sexual behaviour in exchange for money, drugs, gifts, affection, or status. Even if a youngster believes they are freely engaged in sexual contact with the person who is exploiting them, consent cannot be provided. Sexual exploitation of children, young adults, and vulnerable groups does not always entail physical contact and can occur online.

MIJARC ASIA won't tolerate any such activity against any one related to the organization and would take strict action against the same.

6. The framework for the mechanism is provided by the four pillars of the current PSEA -Prevention of Sexual Exploitation and Abuse activity. These are the following:

- 6.1. Management and coordination:** Effective policy development and implementation; cooperative arrangements; dedicated facilitator to PSEA.
- 6.2. Community engagement and support:** Effective and thorough communication from HQ to the field on
- (a) how to raise beneficiary understanding on PSEA and
 - (b) how to build effective community - based complaints processes.
- 6.3. Prevention :** Effective and comprehensive processes for developing SEA awareness among employees, as well as effective recruitment and performance management.
- 6.4. Reaction:** Internal grievance and inquiry procedures have been established.

7. Safeguarding Commitments

MIJARC ASIA Values are underpinned by these safeguarding policy commitments.

MIJARC ASIA's Governing Board Members are committed to ensuring a continual improvement in safeguarding practice and to support this have endorsed 6 policy commitments:

7.1 Promoting a safe and trusted environment and a culture that prioritises safeguarding.

All MIJARC ASIA staff, volunteers, trustees, governors, independent advisors, committee members, contractors and leaders will respect children and adults at risk and promote their well-being first and foremost.

MIJARC ASIA will strive to create and maintain environments which are safe for everyone who has dealings with MIJARC ASIA. This will be achieved by:

- ◆ Staff and volunteer training.
- ◆ effective communication.
- ◆ organizational learning, and;
- ◆ Monitoring through effectively implemented quality assurance arrangements that ensure consistency and compliance throughout the organization.

MIJARC ASIA will take into account the protection and promotion of the human rights of persons with disabilities in all policies and programmes

MIJARC ASIA will train all staff, volunteers, trustees, governors, independent advisors, committee members, contractors and leaders in working to this policy by challenging poor practice and reporting all safeguarding concerns and abuse.

7.2 Safely recruiting and supporting all people within MIJARC ASIA

MIJARC ASIA will have specific procedures in place to select and carry out the adequate vetting for all people (staff, volunteers, trustees, governors, independent advisors, committee members, contractors, and leaders) involved within it, in accordance with legislation and government guidance. See MIJARC ASIA Recruitment and Selection Policy.

MIJARC ASIA will provide appropriate and effective training to all staff, volunteers, trustees, governors, independent advisors, committee members, contractors and leaders working within the organization.

7.3 Responding promptly to every safeguarding concern or allegation

Anyone who reports any safeguarding concerns or allegations to MIJARC ASIA will be treated with respect. All safeguarding concerns and allegations will be dealt with in accordance with statutory child and adult safeguarding guidance and MIJARC ASIA safeguarding procedures ([hyperlink to process](#)).

All MIJARC ASIA staff, volunteers, trustees, governors, independent advisors, committee members, contractors and leaders will cooperate fully with the statutory authorities in all cases.

7.4 Treating with respect, care and dignity, the victims of abuse and other safeguarding concerns:

Whenever a safeguarding concern, including any poor practice issue or allegation of abuse is raised, MIJARC ASIA will offer support to all those that have been affected. People will receive a compassionate response, be listened to and be taken seriously. MIJARC ASIA will respond to any disclosure of a safeguarding concern, including poor practice or abuse in accordance with its policy and practice guidance. Where appropriate, this will be done in collaboration with the relevant statutory agencies.

7.5 Treating with respect, care, and dignity, those that are subject of concerns or allegations

In responding to safeguarding concerns, or allegations of abuse, MIJARC ASIA will endeavor to respect the rights under criminal and civil law of an accused person. A presumption of innocence will be maintained during any MIJARC ASIA process.

MIJARC ASIA will take responsibility for ensuring that steps are taken to protect people when any person is considered a risk to others through a mitigation process.

In addition, MIJARC ASIA recognizes people who are subject to safeguarding concerns are vulnerable during any MIJARC ASIA or statutory agency process. MIJARC ASIA will take all reasonable steps to support people through this process.

7.6 MIJARC ASIA will encourage a culture of learning throughout the organization

MIJARC ASIA commits to doing the right thing every time for all the people involved in safeguarding concerns. However, MIJARC ASIA recognizes that processes and outcomes, on occasions, can and must be improved. MIJARC ASIA commits to being transparent about learning from these situations through a robust and effective quality assurance system and compliance process which is checked through independent external scrutiny.

This policy will ensure MIJARC ASIA puts its beneficiaries first who all have a right to be safe from inappropriate, discriminatory, offensive, or harmful behavior when using our services or sites.

8. Roles & Responsibilities

Everyone involved with MIJARC ASIA has a responsibility to familiarize themselves with this safeguarding policy and the processes that support it. MIJARC ASIA will support this responsibility through a structured rollout of training to staff, volunteers, trustees, governors, independent advisors, committee members, contractors, and leaders.

MIJARC ASIA's committee members have the final responsibility to ensure this safeguarding policy is implemented and working effectively. The committee members, by ensuring effective quality assurance, compliance and reporting retain overall responsibility, but delegate the safeguarding work to all staff, volunteers, trustees, governors, independent advisors, committee members, contractors and leaders who are accountable for their decisions and actions they take within their own role.

8.1 Training

All staff, volunteers, trustees, governors, independent advisors, committee members, contract or sand leaders will receive safeguarding induction training which will outline the fundamentals, their core responsibilities and MIJARC ASIA processes.

Depending on the individual's role further training, including regular updates, will be provided to enhance their knowledge of safeguarding to enable them to complete their responsibilities.

8.2 Safeguarding during Program activities

Communication Guidelines for interacting with community members specifically with women, children, young adults, and vulnerable groups during a project. MIJARC ASIA will ensure the following:

- 8.2.1 Obtain the child's, guardian's, or adult's permission to use photographs for publicity, fundraising, or awareness (informed consent)
- 8.2.2 Allow women, children, young adults, and vulnerable groups (such as people with disabilities and the elderly) to speak for themselves as much as possible rather than having others speak for them; emphasize women, children, young adults, and vulnerable groups' ability to take responsibility and action for themselves by providing and ensuring a safe environment for them.
- 8.2.3 Accurate and balanced depictions of women, children, young adults, and vulnerable groups, with an emphasis on dignity and as much reference as possible to their social, cultural, and economic environments.
- 8.2.4 Balanced depictions even of survivors of abuse and exploitation (recommended use of before and after images / stories)
- 8.2.5 Accurate representation of women, children, young adults, and vulnerable groups: avoid sensationalizing text and visuals, and place a premium on dignity.
- 8.2.6 Avoid using humiliating, victimizing, or shaming words or imagery making false generalizations; discrimination of any type and removing images from context (try to provide informative caption)
- 8.2.7 Images of women, children, young adults, and other vulnerable populations must be suitably dressed and not sexually provocatively.
- 8.2.8 No personal or physical information that could be used to identify the whereabouts of women, children, young adults, or vulnerable groups on the website or in other forms of communication such as flyers, pamphlets, or social media pages.
- 8.2.9 Unless there are extraordinary circumstances, always obtain permission before photographing women, children, young adults, or vulnerable groups.

These commitments are concretely specified in the following codes of conduct:

9. Code of Conduct

The following codes of conduct are to be followed by all members of MIJARC ASIA and its collaborators. Additional codes of conduct are added in the specific MOVEMENTS and centres after the mapping of the risk factors.

- 9.1 Everyone shall abide by and adhere to all applicable Civil Laws, the Canon Law, professional code of conduct and ethical norms so as to prevent and deal with cases of sexual assault or harassment of minors and vulnerable adults.
- 9.2 Every one shall seek to provide a safe environment to the minors and the vulnerable adults.
- 9.3 Everyone shall refrain from viewing and exhibiting any sexually explicit or morally in-

appropriate material in the presence of minors and vulnerable adults. Such materials include magazines, photos, videos, web chat, films, recordings, computer/video games etc.

- 9.4 Nobody shall indulge in or encourage sexually offensive humour and conversation in the presence of minors and vulnerable adults.
- 9.5 Nobody shall engage in physical, mental, psychological, written or verbal harassment of staff or anybody vulnerable and shall tolerate such harassment by anybody else.
- 9.6 Every one is to maintain clear boundaries in their relationship with the minors and vulnerable adults they are serving.
- 9.7 Every one should ensure that there is no inappropriate physical contact with minors and vulnerable adults
- 9.8 In the living quarters of the members, minors and vulnerable adults are to be ensured safety. All possible dangers are to be averted.
- 9.9 If a member or collaborator is accused of engaging in inappropriate conduct, the one who knows about it (outside the seal of confession) shall immediately notify the legitimate authority. The legitimate authority is prohibited to cover up the matter.
- 9.10 While organizing events involving minors and vulnerable adults adequate number of screened and trained adults shall be present for supervision.
- 9.11 Facilities for boys and girls shall be monitored during various services and activities.
- 9.12 Do not take children / women / vulnerable adults into closed or secluded areas, such as one's personal room, bathrooms, empty auditoriums/classrooms, unless other adults responsible for their care accompany them. Our centers of activities are to be 'places of life'
- 9.13 All travels, rides, vacations, camps, and other such activities of children must have the written approval of the parents / guardians, and / or of the appropriate authority, prior to the activity.
- 9.14 Children in our care shall be educated on distinguishing between appropriate touch and inappropriate touch and be directed to report to the authorities if they are not comfortable with the behavior of any other person towards them.
- 9.15 Interviews or counseling shall be held in such a way that the minor is visible to people outside without compromising the confidentiality provisions of the event in question. To this purpose, one may use rooms with glass door provisions, or the doors shall be left ajar. Every effort shall be made to make the child feel secure yet assuring confidentiality.
- 9.16 Avoid making phone calls, sending text messages or e-mails to minors, women, colleagues, and other adults unless necessitated by genuine professional necessity.
- 9.17 Do not provide children with alcoholic beverages, tobacco, drugs, or anything that is prohibited by law.
- 9.18 Conversational topics, vocabulary, recordings, films, games, use of computer software or any other form of personal interaction or entertainment that cannot be comfortably used in the presence of parents shall not be employed with children. Sexually explicit or pornographic material is never appropriate for children, colleagues, or partners in mission.
- 9.19 Do not photograph children or adults while they are nude, partially nude, or undressing. Do not use the photograph of a child for public purposes without the permission of its parents/guardians.
- 9.20 Do not undermine parental authority by ridiculing parental beliefs or allowing children to do acts against the wishes of their parents (unless what the parents demand is explicitly unethical and illegal.) Never ask a child to keep a secret from its parents.

- 9.21 Never shame or belittle a child.
- 9.22 Educate them in the use of social media and social networks.
- 9.23 Do not leave a vulnerable adult alone in a room without assuring proper care.
- 9.24 Adequate training for appropriate /healthy ways of relating with minors must be given to the staff. Further, an undertaking shall be taken from the staff at the time of appointment, holding them responsible for any violation of ethical boundaries in service.
- 9.25 Every one is to cooperate with the investigation by civil authorities.

All the members and collaborators have to accept this code of conducts and confirm their commitment by signing the document (A copy of it is kept in the office and another one with the person concerned) :

10 Reporting and responding

PROCEDURES

IN THE EVENT OF A POSSIBLE CRIME OF SEXUAL ABUSE

This Protocol outlines how we should proceed incase of a sexual abuse of a minor.

- 10.1 Any member of MIJARC ASIA or a collaborator in its activities who has noticed or has reasonable grounds to believe that sexual abuse or a crime has been committed is obliged to report it to the person explicitly designated for this purpose. All the behaviors defined as inappropriate in POCSO Act and our codes of conduct should be reported.
- 10.2 It is mandatory to report the abuse cases to the civil authority. POCSO Act describes: Punishment for failure to report or record a case:
 - (1) Any person, who fails to report the commission of an offence under sub-section(1) of section 19 or section 20 or who fails to record such offence under sub-section of section 19 shall be punished with imprisonment of either description which may extend to six months or with fine or with both.
 - (2) Any person, being in-charge of any company or an institution (by whatever name called) who fails to report the commission of an offence under sub-section (1) of section 19 in respect of a subordinate under his control, shall be punished with imprisonment for a term which may extend to one year and with fine.
- 8.3 Any one with information about a possible crime may contact:
 - ♦ the civil authorities, any person in charge (religious or lay) of the activity or institution,
 - ♦ the President of MIJARC ASIA or the Bishop of the place, either directly or through the official channel,
 - ♦ the person officially appointed to receive this type of information in each Major MIJARC or Delegation, whose name, telephone number, or e-mail address are made easily accessible on the website of the Major MIJARC.
 - ♦ Safeguarding officer in the Institute or member of Safeguarding Committee.
 - ♦ President of MIJARC ASIA of the MIJARC or the person appointed by him.
 - ♦ POCSO Act demands to report the abuse to the civil authorities:
 - a) the Special Juvenile Police Unit; or (b) the local police.
- 10.4 Hence, actual, potential or suspected incidents of abuse must be reported immediately. Where appropriate you should make a report to your Line Manager who will inform the Protection Officer immediately. The Protection Officer will ensure that the matter is appropriately investigated. Alternative reporting mechanisms are also noted below.

The need to report arises in the following instances:

- ♦ Abuse is observed or suspected
 - ♦ An allegation of abuse is made
 - ♦ Someone discloses abuse
- 10.5 No representative of MIJARC ASIA will prejudice their own position or standing with MIJARC ASIA by responsibly reporting potential or suspected abuse.
- 10.6 It is important to note that where representatives report concerns, it is not their responsibility to decide if abuse is taking place, but it is their responsibility to pass these concerns on. Care must be taken regarding confidentiality and the sharing of information with appropriate people.
- 10.7 Information given should be written in a report as soon as possible after the concern was raised (within 24 hours if possible). Any written records taken must be kept securely in a locked place or in a confidential electronic folder.
- 10.8 Under no circumstances should any individual attempt to deal with the problem of abuse directly. An investigation team will be established supported by the Safeguarding Manager.
- 10.9 All complaints will be documented and stored on the Complaints Monitoring Sheet, assuring confidentiality and data security.
- 10.10 All case documentation will be kept secure and confidential, and only individuals involved in the case will have access to it, as well as the authorities if necessary.
- 10.11 For prevention reporting and management of protection problems, safeguarding principles as indicated in donor standards outlined in project agreements will be observed and ensured that reports are made to the relevant donors and where applicable to relevant stakeholders.
- 10.12 MIJARC ASIA can and will take any disciplinary action necessary against staff or others if they are found to have breached our Safeguarding Policy. If such an incident occurs, MIJARC ASIA's disciplinary policy will be invoked.
- 10.13 There will be times when the behavior of employees may constitute a breach of the Code of Conduct, but not be considered criminal conduct under law. In this instance MIJARC ASIA may consider providing other support to these staff, for example, training, counselling, increased supervision, or transfer to other duties. This will be cognizant of any ongoing risk to beneficiary communities, staff and volunteers and we will always be on the side of caution. There may be cases where MIJARC ASIA feels it is appropriate to dismiss an employee even if the behavior is not criminal, for example a gross violation of the Safeguarding.

11 Procedures of Intervention

- 11.1 A complaint presented directly or indirectly, President of MIJARC ASIA must always respond actively to news, at least credible, of a possible crime of abuse of a minor or vulnerable adult by a member of MIJARC or any collaborator in any activities of the MIJARC.
- 11.2 No complaint should be dismissed 'a priori', even if it is inaccurate, anonymous or made by persons of dubious credibility.
- 11.3 The credibility of the information received cannot be taken for granted and must therefore be properly examined and evaluated.
- 11.4 President of MIJARC ASIA must initiate by decree the conduct of an investigation, unless she is fully satisfied that the crime could not have been committed.
- 11.5 No one may be recriminated against or be subjected to reprisals or discrimination for

having reported the possible commission of a crime or for having testified about it. But the President of MIJARC ASIA will act if it is proven that someone, knowingly, has made a false accusation.

- 11.6 The President of MIJARC ASIA, or his delegate, contacts the petitioner as soon as possible in the presence of a witness, who acts as a notary, and learns of the seriousness of the complaint.
- 11.7 The complaint must clearly specify the type of crime, the name and surname of the accused, date and place of the crime, witnesses, and any data that may serve to establish the facts and properly assess them. A report should be drawn up and signed by the petitioner.
- 11.8 Once the facts are known, the safeguarding officer of MIJARC ASIA must immediately report the complaint received to the President of MIJARC and to the bishop of the place. The spokes person and the local Coordinator and the defendant will also be informed, with transparency and with the discretion that is necessary according to the degree of disclosure of the case.
- 11.9 The President of MIJARC ASIA consults the legal advisers and brings together the MIJARC Safeguarding Committee to assess the credibility of the complaint by contrasting the facts, the time the crime was committed, the type of crime, the personality and habitual behaviour of the accused, etc.
- 11.10 Based on the knowledge of the facts and the consultation made to the legal experts, if it is considered that there is a matter of accusation and may constitute a crime according to current state laws, the complainant is invited or advised, at first, to File the complaint with the Police, the Public Prosecutor's Office or the Investigating Court. If he / she does not wish to do so, for personal reasons, a written record of this is left and the President of MIJARC ASIA, considering these seriousness and danger to other people, will inform - not denounce - the judicial authority.
- 11.11 If civil investigation proceeds, parallel investigation by the MIJARC is suspended until the case is resolved in the civil sphere.
- 11.12 If no civil complaint is filed, the process of the case is followed through the preliminary internal investigation.
- 11.13 If the President of MIJARC ASIA sees after the initial investigation of any possibility (however small) that the crime may have taken place, he will order the opening of a preliminary investigation. He will only refrain from doing so if he is absolutely certain that the crime could not have been committed.
- 11.14 The President of MIJARC ASIA forwards the complaints and initial inquiry report to the Preliminary Enquiry Committee. If necessary, the President of MIJARC ASIA may appoint a person to assist the victim to make a duly filled complaint.
- 11.15 This Preliminary Enquiry Committee consists of three persons: a member of the Council of the MIJARC and two others appointed by the President of MIJARC ASIA in consultation with his Council. In case the victim is a female, a woman should be part of this Committee. This Committee will examine if there is at least a semblance of truth in the allegation.
- 11.16 It is the responsibility of the President of MIJARC ASIA to issue a decree announcing the opening of the preliminary investigation. Although the President of MIJARC ASIA may personally conduct the investigation, it is advisable that he appoint a person to conduct it. Such a person, called an 'instructor', may be a lay person.
- 11.17 The President of MIJARC ASIA shall ensure that notice of the decision to open or dismiss the conduct of a preliminary investigation is given to the persons who filed the report of the crime and to the possible survivors of the facts referred to

For example, if a person is accused of having committed a crime at a certain place and time when there is evidence that he or she was elsewhere

- 11.18 The preliminary investigation must be carried out with a preferential criterion of attention to the alleged survivors, professionalism and rigor, caution and speed, respecting the principle of the presumption of innocence and the rights of the accused.
- 11.19 If at any time it is necessary to hear the testimony of a minor, or a similar person, it must be done in accordance with the civil regulations of our country and in a manner appropriate to his age and condition, allowing him to be accompanied by a guardian or a trusted adult and always avoiding direct contact with the accused.
- a) In cases of child abuse, negligence and actions or omissions aimed at interfering with or evading civil, canonical, administrative, or criminal investigations are reprehensible actions and may constitute a crime.
- b) If the accused is found to have breached the Code of Conduct, the President of MIJARC ASIA shall take appropriate administrative or disciplinary action to safeguard the common good and prevent any potential scandal."
- 11.20 Given the current importance of the social media, it is necessary to have the advice of experts in communication and a spokesperson for the Major MIJARC who liaises with journalists and writes a press release, which should be brief, limited to report the facts and actions taken, without judgment value.
- 11.21 If the complaint is withdrawn during the inquiry process, the Committee must ascertain the reasons for the withdrawal and record the same in writing and get it counter-signed by the complainant. However, the Committee may proceed ex-officio if the Committee is informed or has any reason to believe that such withdrawal is due to coercion or intimidation or influence by any other means exerted.
- 11.22 The President of MIJARC ASIA, or his delegate, in an atmosphere of understanding and closeness, contacts the member of MIJARC or collaborator accused of the crime as soon as possible in the presence of a witness to inform him/her of the complaint received and the steps to follow. It will offer him/her the help he/she needs - legal, psychological, medical and spiritual - and will inform him/her of the obligations before justice and of the civil and canonical consequences derived from his/her conduct, if the accused facts are confirmed, according to the seriousness of the case.
- 11.23 If, during the preliminary investigation, other possible crimes committed by the same persons come to light, they shall be joined in the same investigation. In the case of crimes allegedly committed against other victims, a new investigation shall be opened and its results shall be attached to the ongoing investigation, albeit as separate cases.
- 11.24 In his final report of the Primary Investigation Committee to the President of MIJARC ASIA, the instructor shall include:
- ♦ A preliminary assessment of the possible physical, psychological, and moral damages suffered by the survivors.
 - ♦ A reference to the measures taken to inform survivors of their rights and the wishes expressed by them.
 - ♦ Their impression of the degree of credibility of survivors, informants, witnesses and accused persons.
 - ♦ The possible existence of exonerating, extenuating or aggravating circumstances in what happened.

- 11.25 Alleged victims and their families should be treated with dignity and respect, welcomed, listened to and offered assistance, without at any time giving the impression of anticipating the outcome of the process.
- 11.26 Encourage survivors to exercise their rights and duties before the State authorities, carefully preserving documentary evidence of this suggestion. Any act that could be interpreted as an obstacle to the exercise of survivors' rights before the authorities should be always avoided.
- 11.27 The President of MIJARC ASIA shall ensure that the survivors and defendants are informed of the beginning of the preliminary investigation, the name of the person who will conduct it and the precautionary measures that may have been applied to the accused, always respecting their presumption of innocence.
- 11.28 During the preliminary investigation, structures for consultation, guidance and assistance may be used to provide information and support to survivors,
- 11.29 Whenever requested, the alleged victims and defendants should be informed in the proper manner about the different phases of the proceedings,
- 11.30 The accused are to be treated with dignity and respect. The President of MIJARC ASIA and the persons involved in the preliminary investigation will at all times maintain their presumption of innocence and ensure the protection of their privacy and good reputation.
- 11.31 The accused shall be offered spiritual, psychological, legal and medical assistance, shall be advised to avail themselves of appropriate legal assistance (civil and canonical, if applicable), and shall be given the opportunity to defend themselves and to respond to the accusations against them.
- 11.32 The President of MIJARC ASIA will decide when to inform the accused that someone is linking him to a possible crime.
- 11.33 An investigated person may never be required to take an oath.
- 11.34 To protect the public good and the good of the survivors and to avoid the risk of extortion against them, scandal or concealment of evidence, the President of MIJARC ASIA can impose on the accused, by means of a special decree legitimately notified, certain precautionary measures or other disciplinary measures.
- 11.35 During the preliminary investigation, all actions that may be detrimental to the investigation should be avoided.
- 11.36 If the common good or the best interests of minors or other possible victims make it advisable to offer any type of information, all possible precautions should be taken, keeping the secrecy of office, maintaining the presumption of innocence, respect for the investigation and the desire for confidentiality expressed by the presumed victims, and safeguarding the good reputation of all those involved.
- 11.37 It is advisable to use essential and concise language that avoids any type of anticipatory judgment on the guilt or innocence of the persons reported.
- 11.38 Informants have the right to make public their own actions. The Church prohibits imposing any bond of silence regarding the facts on those who report a possible crime, claim to have been offended, or are witnesses to what happened.
- 11.39 Its duration of the preliminary investigation must be appropriate to its purpose: to determine whether the information received is credible. The unjustified prolongation of the investigation, in addition to being unfair to the persons most directly affected by the facts, can constitute an act of negligence punishable by the Church. The President of MIJARC ASIA must issue a Decree announcing the conclusion of the preliminary investigation.

- 11.40 If the President of MIJARC ASIA accepts the findings of the Preliminary Investigation that there seems to be truth in the allegation, he refers the matter to the Dicastery of Faith for advice, sending them the entire dossier of the case and the alleged offender is given administrative leave. The alleged offender is not to have any contact with the victim during this period. The victim can be helped with counselling or therapy and is to be assisted to protect his/her procedural rights. The President of MIJARC and the local Bishop of the place where the abuse took place must be informed of the case.
- 11.41 The Accused must be given an account of accusation; as a preventive measure, to protect the alleged victim and the accused himself, he has to withdraw from the place of residence and from the ministry; must not be allowed to perform any public ministry; must be accompanied fraternally and be offer all the moral, spiritual and psychological support he may need.
- 11.42 Some one should be in contact with the victim's family to express their solidarity, and to provide professional psychological and spiritual support as needed.
- 11.43 The investigation should be carried out with prudence and as discreetly as possible to preserve the good reputations of the defendant.
- 11.44 The final Report and Conclusions of the Preliminary Investigation should be submitted to the President of MIJARC ASIA within ninety days of the dossier being handed to them.
- 11.45 The President of MIJARC ASIA forwards the dossier to the President of MIJARC World for the referral of the acts to the appropriate Dicastery.
- 11.46 Once the President of MIJARC ASIA has sent the reports to the corresponding Dicastery, it is necessary to await the communications or instructions of the latter, among which may be that the case be archived, that the Dicastery request an extension of the preliminary investigation, order the MIJARC ASIA to carry out an administrative process, request that acriminal process be opened or that non-criminal disciplinary measures, penalremedies, or admonitions be imposed.
- 11.47 The Dicastery of the Faith is to be kept informed of the developments in the case.
- 11.48 If either the victim or the alleged offender is not satisfied with the judgements, he / she can appeal to the local bishop for review. As the last recourse, appealis possible also to the Holy See.
- 11.49 The President of MIJARC ASIA will ensure that the survivors (or their guardians), the petitioner and alleged offender are notified that the preliminary investigation is concluded and the dossier is forwarded to President of MIJARC, with the clear understanding that this is an ecclesiastical process, and its conclusions are not binding in Civil Law. Such information should not refer to the content of the investigation, in order to avoid anticipating the outcome of a possible trial.
- 11.50 Accurate records of reports received, whether or not it was a credible allegation, and all actions taken and notifications by individuals in response to such reports, and evidence and relevant comments, shall be kept on file in strict and secure confidence. Copies of original statements provided to the authorities will be kept on file.
- 11.51 If the alleged offender is found guilty and constitutes a risk for minors, the offender is to be immediately relieved of all offices he had been holding and it should be examined whether he needs to be advised to request to be reduced to the lay state.
- 11.52 Great care should be taken to protect the reputation of the victim and counselling is given to the victim at the expense of the MIJARC.

- 11.53 In case the member is wrongly accused, provision should be made for his rehabilitation. The MIJARC will work with the accused to restore his or her good name and reputation and, in consultation with and with consent of the falsely accused, may inform the faith community of the outcome of the investigation process and need for spiritual support and restorative justice in the wake of the false accusation.
- 11.54 A person who has been falsely accused has the right to have his good name restored, although nothing and no one can compensate him for the suffering and consequence she will have had to endure.
- 11.55 He, as well as the MIJARC or the MOVEMENT to which he belongs and the affected institutions, must consider whether to request -with in the legal system of the State - the adoption of appropriate measures to compensate for the damages suffered.
- 11.56 It can take a long time from when the occasion a possible crime comes to light until it is clear what has happened. Thinking of the good of the community, of the survivors, the accused and of all those involved in an accusation, the Church authorizes a series of measures that are in noway intended to prejudge whether the accused are guilty.
- 11.57 If the matter is also being examined by the civil authorities, the President of MIJARC ASIA is to give them full cooperation to assist in their investigation.

12. Giving support to the Survivor

- 12.1 Someone who has been abused or exploited in some way. The term 'survivor' is frequently used instead of 'victim' since it suggests strength, resilience, and the ability to survive. None the less, it is up to the individual to decide how they want to identify.
- 12.2 Regardless of whether a formal internal response is carried out, MIJARC ASIA will provide help to survivors of injury inflicted by employees or affiliated personnel (such as an internal investigation). Consultation with a trained counsellor, medical examination or aid, or personal protection such as relocation are all possible options. The survivor will be in charge of support decisions.

13 Selection and Recruitment:

As part of inclusive process of collaborators and chaplains the following will be required:

- 13.1 They will be advised of their responsibilities concerning children and their assessment of suitability will include an awareness of child protection and safe care practices.
- 13.2 They will be required to sign a commitment form, declaring that there is no known reason or event that would render the unsuitable for the inclusion and declaring any past or pending criminal persecution against them.
- 13.3 Accompanying adults will be expected to supply the names of two referees, who are not family members, who will testify to their general character, their suitability for working with children and any other relevant details, all references should be provided in writing and later verified by telephone, or in person.
- 13.4 All successful collaborators will undergo induction process through which information on childcare practices will be disseminated.

14 Training of all MIJARC ASIA Members

All MIJARC ASIA members will receive the entire necessary child safeguarding training to ensure that they are familiar with the content of the MIJARC ASIA Safeguarding Policy. This will be included as part of the orientation and induction of all new members.

15 Roles and Responsibilities

15.1 Safeguarding Officer

The MIJARC ASIA's Safeguarding Officer is : SELVI RUFFINA

General Secretary ruffiselvi@gmail.com

One can submit a confidential safeguarding concern using the following workflow: Raise a Safeguarding Concern. Alternatively, if you would prefer to raise a concern by email, you can do so by contacting: mijarcasia@gmail.com

The workflow forms and email address are monitored by the Safeguarding Officer, General Secretary - MIJARC ASIA

15.2 Executive Committee Members : Safeguarding role and responsibilities

Members must take reasonable steps to protect those connected with MIJARC ASIA from harm. This includes:

- ♦ people who benefit from MIJARC ASIA work and services.
- ♦ staff.
- ♦ volunteers and.
- ♦ other people connected to MIJARC ASIA activities.

Any failure by trustees to manage safeguarding risks adequately would be a serious regulatory concern to the Charity Commission who may consider misconduct and/or mismanagement in the administration of MIJARC ASIA and may be a breach of trustee duty. Trustees can be held responsible for any consequences or loss that MIJARC ASIA incurs if they have not followed their duties.

MIJARC ASIA Trustees will ensure:

- ♦ there is a clear line of responsibility for and reporting to them safeguarding matters.
- ♦ that safe guarding practice complies with statutory and national guidance and local best practice.
- ♦ the safe guarding policy and process guidance is accessible to people both internally and externally to MIJARC ASIA and in their preferred format.
- ♦ the reporting procedures to deal with safeguarding concerns and allegations are implemented consistently, efficiently and effectively.
- ♦ clear roles and responsibilities are explicitly outlined and clear for staff, volunteers, trustees, governors, independent advisors, committee members, contractors, and leaders.
- ♦ Any failures by any person connected with MIJARC ASIA to follow the safeguarding policy and procedures will be dealt with as a serious matter.
- ♦ there is a culture of learning from poor practice.
- ♦ there is a safer recruitment procedure in place which is linked to the wider safeguarding process.
- ♦ clear arrangements for support and /or supervision for staff, volunteers, trustees, governors, independent advisors, committee members, contractors and leaders.
- ♦ Effective and ongoing appropriate safeguarding training for all MIJARC ASIA staff, volunteers, trustees, governors, independent advisors, committee members, contractors and leaders is provided.

15.3 MIJARC ASIA Safe Environment Committee: The MIJARC ASIA forms the “Safe Environment Committee” comprising of the following members (names)

- a) Safeguarding Director: Mr.Venkat Swamy
- b) Ms. Benedicta
- c) Ms.Bhavya Keerthi

Contact number for Safeguarding

Director: +919966408609, Email:singapuramvenkat@gmail.com

15.4 Local Safe Environment Committee:

- a) Local Director: Ms.Nancy
- b) Mr.Bihung Borgoary
- c) Ms.Mariam

Contact number for the Local Safeguarding Director: +919994280921

Email: nancysebastain2007@gmail.com

16 Reporting

16.1 If an individual raising a safeguarding concern believes there are outstanding/unresolved issues or that there has been unreasonable delay in handling or addressing the concern or wishes to raise a concern about the Protection Officer or other senior members of staff, they can contact MIJARC ASIA's Secretariat: mijarcasia@gmail.com

16.2 In the context of safeguarding, whistleblowing is when an individual reports that a member of the MIJARC ASIA has violated the safeguarding policy. A whistleblower may be an external party or may be a member of the MIJARC ASIA himself or herself. Whistleblowers may report misconduct by directly contacting the Safeguarding Officer.

Alternatively, you can make a confidential report using the Speaking Up (whistle blowing) email: mijarcasia@gmail.com

16.3 This email address is monitored by the Investigation team Chair and the President / Secretary of MIJARC ASIA.

16.4 Your information will be treated in confidence. You do not have to provide personal details; however, such information will assist us in taking forward your concerns and enable us to provide you with a response on the outcome. If you ask us not to disclose your identity we will not do so without your consent, unless required by law.

17 Confidentiality

When dealing with safeguarding concerns, it is critical to maintain confidentiality at all phases of the process. Information about the issue and subsequent case management will only be shared with those who need to know and will be always kept private.

18 MIJARC ASIA associated policies

- ◆ Code of Conduct
- ◆ Complaint Policy
- ◆ Prevention of Sexual Harassment (POSH)
- ◆ ICT & Social Media Policy
- ◆ Conflict-of-Interest Policy
- ◆ Anti-corruption and Bribery Policy
- ◆ Zero Discrimination Policy

MIJARC ASIA SAFEGUARDING POLICY

19 Conclusion

- 19.1 All the members of the MIJARC ASIA, its collaborators are to read, acknowledge and sign the written statement of their commitment for protection and safeguarding of the minors.
- 19.2 In the local MIJARC ASIA a code of conduct should be drawn out on the basis of this Protocol after having done the mapping of threat for the safety of minors in the context in collaboration with all stake holders. This code of conduct should be sent to the President of MIJARC ASIA for approval.
- 19.3 Names, mobile numbers and emails of the MIJARC ASIA Safeguarding Committee and the Local Safe Environment Committee are to be provided to all stakeholders and displayed on the noticeboard.
- 19.4 Review: This policy is due for review periodically or following any legislative changes. The policy will be reviewed by the Executive Committee of MIJARC ASIA.

This Safeguarding policy was approved by the President of MIJARC ASIA and signed by him on 20, February 2026 and entered into force on 25th February 2026.

Appendix-1

(This page is to be detached, signed and a copy to be submitted to the office of MIJARC ASIA and another copy to be kept by the person)

COMMITMENT FOR MEMBERS, COLLABORATORS

Here by I confirm that I have read the Safeguarding Policy of MIJARC ASIA, and I am committed to create the safeguarding environment for the children and the vulnerable adults.

I am now fully aware of my responsibility to act in accordance with the requirements of this document, including reporting instances of abuse and suspected abuse of children that have been or are taking place.

I understand that I have an obligation not to ignore concerns that I have about the welfare of children I come into contact with. I understand the consequences if I fail to act on all matters contained in the MIJARC ASIA Child Safeguarding Policy.

I have never been investigated by any police force or statutory health authority in relation to substantial complaints made concerning my treatment of children.

I commit to:

I will:

1. Treat every one with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
2. Avoid situations of isolation or being alone with children and /or youth at MIJARC ASIA activities.
3. Use positive reinforcement with young people rather than criticism, competition, or comparison.
4. Refuse to accept expensive gifts from children and/or youth or their parents without prior written approval from the supervisor.
5. Refrain from giving gifts to children and/or youth without prior written approval from the parents or guardian and the supervisor.
6. Report suspected abuse to the proper contact within the MIJARC ASIA and the local Child Protection Director. I understand that failure to report suspected abuse to civil authorities is a violation of state law.
7. Cooperate fully in any investigation of abuse of children and/or youth.
8. Understand and Comply with the behavioral standards in the Code of Conduct of MIJARC ASIA Safeguarding policy and not just regarding to electronic media communications.
9. They are open to sanctions imposed by MIJARC ASIA in case of breach of code of conduct and commitment signed here within.

I will not:

1. Smoke or use tobacco products in the presence of children and/or youth.
2. Use, possess, or be under the influence of alcohol while in my role for MIJARC ASIA.
3. Use, possess, or be under the influence of illegal drugs at any time.
4. Pose any health risk to children and/or youth.
5. Strike, spank, shake, humiliate, ridicule, threaten, degrade or use discipline that frightens or humiliates minors.
6. Touch a child and/or youth in a sexual or other inappropriate manner.
7. Use profanity in the presence of children and/or youth.
8. Connect with the children electronically, including social media, without advance approval from the supervisor.

Name (Block Capitals):

Signature:

Date:

Witness (Block Capitals):

Witness (Signature):

Date:

Acknowledgement of Receipt

Please complete sign detach this page and submit to the Safeguarding Director/Person
in charge of the Movement

Date submitted :

Received by (Name) :

Notes if any :

Appendix - 2 :
COMMITMENT FOR MEMBERS, GOVERNING BODY

I.....confirm
that I have been inducted

into MIJARC ASIA Safeguarding Policy.

The contents of the document have been disseminated to me, and I have had the opportunity to ask questions and to seek clarifications on points that were not clear to me. I am now fully aware of my responsibility to act in accordance with the requirements of this document, including reporting instances of abuse and suspected abuse of children that have been or are taking place.

I understand that I have an obligation not to ignore concerns that I have about the welfare of children I come into contact with.

I understand the consequences if I fail to act on all matters contained in the MIJARC ASIA Child Safeguarding Policy.

I have never been investigated by any police force or statutory health authority of previous engagements in relation to substantial complaints made concerning my treatment of children.

Name (Block Capitals):

Signature:

Date:

Witness (Block Capitals):

Witness (Signature):

**Standard form for reporting child abuse related concerns
(PRIVATE AND CONFIDENTIAL)**

1. Child and Vulnerable Person's Safeguarding Commission

Child's name: Case no
Division/Subdivision/Street : District:

2. Report Details

Time: Date: Place:

3. Reporter's Details

Name: Address:
Contact telephone no : Occupation:
Relationship to child :

4. Child Details

Name:
Age: Date of birth : Gender :
Address :
Name of Mother :
Address Telephone No.
Name of Father :
Address Telephone No.
Address of Father if different to Child :

5. Education Details:

School _____ Class _____
Teacher _____
Any Disability _____

6. Care and Custody Arrangement regarding the child, if known

7. House hold Composition

Name	Relationship to the Child	Date of Birth	Additional Information e.g. School/Occupation

8. Name and Address of other personnel or agencies involved with this child:

e.g. Public Health, Hospital, Church, Youth Club, NGO etc.

9. Details of concern: what, who, where, when (including child's word if possible):

10. Recent changes in child's behaviour?

Any other information : _____

11. Alleged Perpetrator's details (if known):

Name: _____

Address: _____

Age: _____ Date of birth : _____

Employment Details : _____

Relationship, if any, to child: _____

Current location of alleged perpetrator : _____

12. Current safety of Child including location:

13. Has emergency medical attention been provided? By whom?

14. Has emergency medical attention been provided? By whom? Who else knows?
Agencies:

Family members or other individuals:

15. Actions taken to date (e.g: Case reported to police, hospital, other).
Give contact details and date/time of any action taken:

16. Are parents / legal guardians aware of this referral to Diocesan Safeguarding Officer.

If yes, what is their attitude?

17. Report taken by :

Name _____

Position and Location _____

Date _____

Signature (on hard copy)

Appendix 4: Useful Links:

POCSO Act 2012:

<https://www.indiacode.nic.in/bitstream/123456789/2079/1/AA2012-32.pdf>

Vademecum of the Catholic Church on Safeguarding Minors:

https://www.vatican.va/roman_curia/congregations/cfaith/documents/rc_con_cfaith_doc_20200716_vademecum-casi-abuso_en.html

Apostolic Letter in the form of Motu Proprio of the Supreme Pontiff Francis "Vos estis lux mundi" (Updated) (25 March 2023) | Francis (vatican.va):

https://www.vatican.va/content/francesco/en/motu_proprio/documents/20230325-motu-proprio-vos-estis-lux-mundi-aggiornato.html

Universal guidelines Framework | Tutela Minorum Annual Report | Tutela Minorum

<https://www.tutelaminorum.va/universal-guidelines-framework/>https://www.vatican.va/content/john-paul-ii/en/motu_proprio/documents/hf_jp-ii_motu_proprio_20020110_sacramentorum-sanctitatis-tutela.html

<https://www.keepingchildrensafe.global/wp-content/uploads/2024/08/KCS-ICS-Standards-EN-2024.pdf>

UNHCR Protection from Sexual Exploitation and Abuse (PSEA): [https://](https://emergency.unhcr.org/protection/protection-principles/protection-sexual-exploitation-and-abuse-psea)

emergency.unhcr.org/protection/protection-principles/protection-sexual-exploitation-and-abuse-psea