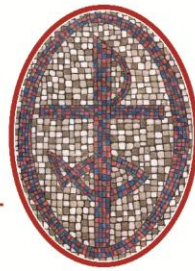




<p>Title:</p>	<p>Safeguarding Policy</p>
<p>Policy statement:</p>	<p>DSPR is committed to promoting the security and well-being of the communities we serve, volunteers and staff, and ensuring that children and adults at risk are protected from all forms of harm and abuse, and able to live a life with dignity, respect and security.</p> <p>DSPR is committed to safeguarding those we work with, particularly children and adults at risk. Without exception, all community members, DSPR staff and representatives have the right to protection from abuse regardless of gender, race, disability, indigeneity, religion/beliefs, pregnancy/maternity.</p> <p>DSPR will proactively encourage a culture that does not tolerate any form of harm and abuse, and seek to ensure that staff and representatives ‘Do no harm’ while working for or with DSPR.</p> <ul style="list-style-type: none"> - The policy complies with all relevant local legislation, including labor laws in relation to child and adults at risk - All children and adults at risk have equal rights to protection from harm. - All children and adults at risk should be treated with respect regardless of race, color, gender, language, religion, political or other opinions, national, ethnic or social origin, property, disability, birth or other status - Everybody has a responsibility to safeguard children or adults at risk. - Organizations have a duty of care to children, adults at risk with whom they work, are in contact with, or who are affected by their work and operations. - If organizations work with partners, churches, civil society organizations they have a responsibility to help them meet the minimum requirements on safeguarding. - Immediately report concerns or allegations of child or adults at risk of exploitation and abuse and policy non-compliance following appropriate procedures. - Immediately disclose all charges, convictions and other outcomes of an offence, which occurred before or occurred during the association with DSPR that relate to children or adults at risk of exploitation and abuse. - All actions on safeguarding are taken in the survivor's best interests, which are paramount.
<p>Procedures:</p>	<p>A risk assessment of all DSPR operations, programs and project activities will be conducted. Risk mitigation strategies will be developed, which minimize the risk to children and adults at risk and incorporated into the design, delivery and evaluation of programs, operations and activities which involve or impact upon children and adults at risk.</p> <p>Safer recruitment: DSPR will ensure that it applies the highest standards in its recruitment and vetting policies. Candidates are checked for their suitability for working with children/adults at risk and their understanding of safeguarding.</p>



Protection checks, such as disclosure of previous convictions or police checks. If police checks are impossible, other checks are put into practice and noted. (each area to decide on practice) Checking evidence of identity and the authenticity of qualifications, requesting self-declarations about previous convictions.

Education/training: All staff and associates receive safeguarding training to help them understand why it is necessary to safeguard and protect children and adults at risk to be fully aware of the procedure for reporting concerns.

Staff will receive a short induction on safeguarding at the time of their engagement with the organisation. Staff with particular responsibilities relating to safeguarding will be provided with more in-depth training within 6 months of their engagement.

Associates will be briefed on safeguarding and their responsibilities under the policy upon engagement with the organisation.

Communities will be informed on the DSPR commitment to safeguarding and how to report any safeguarding concerns regarding the project and staff.

All staff are aware of the designated Safeguarding Focal Point who is responsible for receiving reports of concerns and advising on assessing and mitigating risk in line with DSPR policy and procedures. Each area committee has to nominate a focal point/ contact person.

Safer program design: As part of DSPR's commitment to Safer Program Design, we pledge to ensure that all our programs in all areas are developed and delivered with the highest standards of safety and protection. We are committed to conduct thorough risk assessments during the planning and implementation phases to identify and mitigate any potential harm to children and adults at risk. Our staff and partners are trained to uphold safeguarding principles, and we prioritize creating inclusive, respectful, and secure environments where the dignity and well-being of every individual is protected. This commitment is central to our mission and guides all aspects of our program design.

Communications – use of images and information: DSPR is committed to undertake all communications in a safe manner, including reference to a communications policy. In our use of information and visual images, both photographic stills and video, our overriding principle is to maintain respect and dignity in our portrayal of children, families and communities. Our communications policy/guidelines detail our procedures.

Social media: At DSPR, we are committed to using social media in a way that upholds the dignity, privacy, and safety of all individuals, especially children and vulnerable adults. We ensure that our communications do not expose anyone to harm or risk, and we seek consent and sensitivity in every post we share. Our goal is to amplify voices and stories with respect, integrity, and care.



Partners: DSPR partners who do not have a safeguarding policy will either abide by DSPR policy or develop their own as a condition of the partnership.

Reporting/responding to concerns: All staff and associates to report on all concerns or incidents. Include a reporting flowchart with clearly designated staff to receive and manage concerns and allegations.

All allegations or concerns about the abuse of a child or adult at risk must be taken seriously and reported to - Point of contact in each of the areas (email and/or phone number), expected response times within 24 hours of the allegation or concern being raised.

DSPR will receive disclosures from children and adults at risk with sensitivity and will strive not to re-traumatise a survivor in their handling of complaints. If a child/adult tells you they are being, or have been, abused:

- Listen to and accept what the survivor says but do not press for information.
- Let the person know what you are going to do next and that you will let them know what happens.
- Do not investigate and do not inform, question or confront the alleged abuser.
- Take the alleged abuse seriously.
- Record what you have heard on the reporting form. See Annex 1 for Safeguarding disclosure reporting format.
- Refer to the point of contact

Confidentiality: Any report will be treated seriously and with confidentiality. The priority will always be the safety and best interests of the beneficiary. Identifying information about children or adults at risk will be shared on a need-to-know basis only.

Any staff who raises concerns of serious malpractice will be protected as far as possible from victimization or any other detrimental treatment if they come forward with serious concerns, provided that concerns are raised in good faith. Deliberate false allegations are a serious disciplinary offence and will be investigated.

The subject of the complaint (alleged perpetrator) and all witnesses must cooperate fully and openly with internal and statutory investigations and hearings. Their confidentiality will be protected and information which could identify them will be shared on a need-to-know basis only.

A document to manage and investigate safeguarding complaints will be created to provide guidance and ensure appropriate action is taken.

Monitoring and review: Policy and procedures will be monitored and reviewed on a frequent basis. The policy must be reviewed in depth every 3 years.



	<p>Safeguarding is incorporated into the organisation’s risk register and quarterly and annual reporting processes. Senior management and the Board will regularly review the risk register and organisation reports to ensure that safeguarding measures are in place and effective.</p>
<p>Definitions:</p>	<p>Safeguarding: Safeguarding is the responsibility that organisations have to make sure their staff, operations, and programmes do no harm to children and adults at risk, so that they do not expose children and adults at risk to the risk of harm and abuse. Any concerns the organisation has about adults at risk and children’s safety within the communities in which they work, are reported to the appropriate authorities or handled appropriately.</p> <p>Child: Any person below the age of 18, regardless of national laws or cultural practices which may stipulate a younger age.</p> <p>Adult at risk: Any person aged 18 or over, and if:</p> <ul style="list-style-type: none"> a) The adult has particular care, support or special needs and as a result, abuse occurs when a vulnerable adult/adult at risk is mistreated, neglected or harmed by another person who holds a position of trust, e.g. they may be in custody or secure accommodation, or she is a pregnant or nursing mother; or b) The adult is dependent/reliant on others for the provision of basic services (not limited to, e.g. safety, shelter, water, food), because of their context, such as <ul style="list-style-type: none"> i) in a refugee camp or a recipient of as part of an NGO relief distribution, and are potentially at risk to exploitation or abuse as a result of their status or their lack of power and control; or ii) the adult is in an unfamiliar country and location c) The adult is in a relationship (work or social) or in contact with another adult who seeks to misuse their position of authority or trust to control, coerce, manipulate or dominate them. <p>Do no harm: refers to organisations’ responsibility to do no harm or minimise the harm they may be doing inadvertently due to inappropriate programming. Definitions of harm:</p> <ul style="list-style-type: none"> a) Physical abuse: actual or potential physical harm perpetrated by another person, child or adult. It may involve hitting, shaking, poisoning, drowning and burning. Physical harm may also be caused when a parent or carer makes up symptoms or deliberately induces illness in a child or adult at risk. b) Sexual abuse: forcing or allure a child or adult to participate in sexual activities that they do not fully understand and have little choice in consenting to. This may include, but is not limited to, rape, oral sex, penetration, or non-penetrative acts such as masturbation, kissing, rubbing and touching. It may also include involving children in looking at, or producing sexual images, watching sexual activities and encouraging children to behave in sexually inappropriate ways. c) Sexual exploitation: a form of sexual abuse that involves children or adults being engaged in any sexual activity in exchange for money, gifts, food, accommodation, affection, status, or anything else that they or their family needs. It usually involves



	<p>an individual being manipulated or coerced, which may involve being befriended, children, adults at risk or any community member, gaining their trust, and subjecting them to drugs and alcohol.</p> <p>The abusive relationship between victim and perpetrator involves an imbalance of power where the victim’s options are limited. It is a form of abuse that children and adults can misunderstand as consensual.</p> <p>Sexual exploitation manifests in different ways. It can involve an older perpetrator exercising financial, emotional or physical control over a young person. It can involve peers manipulating or forcing victims into sexual activity, sometimes within gangs and in gang-affected neighbourhoods. It may also involve opportunistic or organised networks of perpetrators who profit financially from trafficking young victims between different locations to engage in sexual activity with multiple men or women.</p> <p>d) Sexual Harassment: Unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature that tends to create a hostile or offensive work environment. While such conduct can be harassment of women by men, many laws around the world prohibit sexual harassment and recognise that both men and women may be harassers or victims of sexual harassment</p> <p>e) Neglect and negligent treatment: allowing for context, resources and circumstances, neglect and negligent treatment refer to a persistent failure to meet a child or adult at risk of basic physical or psychological needs, which is likely to result in serious impairment of their healthy physical, spiritual, moral and mental development. It includes failing to properly supervise and protect children and adults at risk from harm and providing nutrition, shelter and safe living/working conditions. It may also involve maternal neglect during pregnancy due to drug or alcohol misuse and the neglect and ill-treatment of a disabled child or adult</p> <p>f) Emotional abuse: persistent emotional maltreatment that impacts mental well-being and mental health. Emotionally abusive acts include restriction of movement, degrading, humiliating, bullying (including cyberbullying), and threatening, scaring, discriminating, ridiculing or other non-physical forms of hostile or rejecting treatment</p> <p>g) Commercial exploitation: exploiting a child or adult at risk in work or other activities for the benefit of others and to the detriment of the individual's physical or mental health, education, moral or social-emotional development. It includes, but is not limited to, forced labour.</p>
<p>Related Policies & Procedures:</p>	<ul style="list-style-type: none"> - Code of conduct - Protocol for handling sexual and violent sexual assault - Whistleblowing procedure - Appeals procedure - where a member of staff feels that a decision or action taken against them has been unfair.



<p>Why is the policy needed:</p>	<p>DSPR would like to align itself with the UN conventions in order to ensure that its mandate and work both provide a safe space for its participants, staff, volunteers and board members.</p> <p>Therefore, this Safeguarding Policy uses as a basis the information in the Convention on the Rights of Persons with Disabilities (UN CRPD) and its related UN conventions; the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), adopted in 1979, the UN Convention on the Rights of the Child, 1989 (and its optional protocols); the Core Humanitarian Standards, Keeping Children Safe standards, the UN Statement for the Elimination of Sexual Abuse and Exploitation and all child-related UN conventions; the national child protection and adults at risk legislation of DSPR Areas and international good humanitarian practice.</p> <p>Legal resources:</p> <ul style="list-style-type: none"> - Summary of legislation governing welfare/protection of children/ Adults at risk. - Identify international conventions to which the country is a signatory or has ratified (eg, UN Convention on Rights of the Child). - Brief analysis of implementation/enforcement of legislation as far as this is known] <p>Criminal investigation/prosecution – police and judiciary:</p> <ul style="list-style-type: none"> - [List local police position on the investigation of criminal assault against children and adults - State the legal age of consent in the country and legislation covering this] <p>Other agencies – health services, NGOs, interagency forums:</p> <ul style="list-style-type: none"> - [List Details of health and other services that may be accessed as part of victim response. - Details of NGOs, other agencies, other relevant bodies and professional networks, including any local joint arrangements for dealing with child protection issues, HIV, women’s centres/refuges or safe housing.] <p>Community:</p> <ul style="list-style-type: none"> - [List details of informal/community-based justice and protection mechanisms and how this function. - Identify and establish contact with locally-based NGOs/INGOs and other organisations working on child protection/rights or aid programmes that affect children. - Gather information about community resources such as local advocacy groups, community and faith groups, or organised children’s activities which could support the child protection work. - Establish contact with any academic institutions working on children’s/ Adults at risk rights.]
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Who must follow this policy:	<p>This policy applies to all staff and associates.</p> <p>Staff includes:</p> <ul style="list-style-type: none"> - all staff, national and international (temporary/permanent) - all volunteers and interns <p>Associates includes:</p> <ul style="list-style-type: none"> - all contractors, e.g. consultants, journalists, photographers - all Board Members, guests, visitors, and church groups - all partners including local community-based partners - Guests and Visitors
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Next formal review:	[Next review and approval date within 3 years of the above date or sooner if legislation, best practice or other circumstances indicate that it is necessary] May 2028
Person responsible:	DSPR Executive Director AC Executive Directors
Version:	11 June 2025
Approved by:	<p>Central Committee Members:</p> <p>Dr. Audeh Butros Audeh Quawas; Chairperson-Member at Large- Representing Orthodox Church Family</p> <p>Mr. Bassem Issa Audeh Thabet Vice- Chair- Delegate DSPR-ICC Jerusalem & WB Area Committee</p> <p>Dr. Farah Atallah Farah Attallah; Treasurer- Delegate DSPR-NECC Jordan Area Committee</p> <p>Bishop Sani Ibrahim Charly Azar; Member at Large- Representing Episcopal – Lutheran Church Family</p> <p>Mrs. Sandra Tawfiq Habesch Khoury; Member at Large- Representing Catholic Church Family</p> <p>Dr. Jean Salaminian; Member at Large- Representing Eastern Orthodox Church Family</p> <p>Mr. George Jamal Jamil Antone; Delegate DSPR-NECC Gaza Area Committee</p> <p>Mr. Adel Nasser; Delegate DSPR-ICCI Galilee Area Committee</p> <p>MS. Nina Farah Shaddad; Delegate DSPR-JCC Lebanon Area Committee</p>



Approval date:

Central Committee Meeting: 4 July 2025



Annex 1: Safeguarding disclosure reporting form

STRICTLY CONFIDENTIAL – For use by staff/volunteers recording disclosures of abuse.

1. Reporter Information (Person Completing This Form)

- **Full Name:**
- **Role/Position:**
- **Date of Report:**
- **Time of Report:**
- **Contact Details (Phone/Email):**

2. Details of Person Making the Disclosure

- **Full Name:**
- **Age / Date of Birth:**
- **Gender:**
- **Address (if known):**
- **Contact Details (if appropriate):**
- **Relationship to the alleged abuser (if known):**
- **Date and Time of Disclosure:**

3. Nature of the Disclosure

- **Type of Abuse Disclosed:**
(Tick all that apply)
 - Physical
 - Sexual
 - Emotional/Psychological
 - Neglect
 - Domestic Abuse
 - Financial/Material
 - Discriminatory
 - Online/Technology-Based Abuse
 - Other (please specify):



4. Disclosure Details (Verbal Account Where Possible)

Use the individual's own words as much as possible. Do not paraphrase. Avoid leading questions.

- **What did the individual say?**
(Write exactly what was said and describe their behaviour or emotional state if relevant)

5. Your Observations

- **Any visible signs of injury or distress?**
(Describe location, size, appearance of any marks, if seen)
- **Behavioural observations:**
(e.g., nervousness, crying, reluctance to speak, withdrawn behaviour)

6. Action Taken

- **Was the Designated Safeguarding contact person in the area informed?**
 Yes No
- **Name of Designated Safeguarding person Reported To:**
- **Date and Time of Notification:**
- **Were emergency services contacted?**
 Yes No
- **If yes, which service and when?**
- **Other agencies contacted (e.g., Social Services):**
(Provide name, date, and outcome of contact)

7. Signatures

This section confirms that the information has been recorded accurately and without bias by the reporter and the person making disclosure

- **Signature of Reporter:**
- **Date:**

- **Signature of person making disclosure:**



- **Date:**

Important Notes

- Do **not** promise confidentiality—explain the limits and that it will be shared only with appropriate safeguarding leads or authorities.
- Do **not** investigate—only record what is shared.
- Store this form securely according to your organisation’s data protection and safeguarding policy.



Annex 2: Training Materials for Safeguarding Training



Annex 3: check list of minimum Standards of communication materials on safeguarding

These apply to **all formats** of communication:

- Clear and consistent safeguarding definitions (e.g. what constitutes abuse, exploitation, harm).
- Inclusive and non-discriminatory language.
- Child- and survivor-sensitive messaging (e.g. avoiding victim-blaming).
- Display of safeguarding focal point/contact details (where appropriate) email, phone number, address.
- Confidentiality and privacy protections are explained and respected.
- Use of real stories/images only with informed consent.

Printed Materials (Posters, Leaflets, Brochures)

- Key safeguarding messages are prominently displayed (e.g., "Zero tolerance for abuse").
- Emergency or reporting contact info is clearly visible.
- Visually engaging and culturally appropriate illustrations.
- Gender-sensitive visuals and wording.
- Simplified language for broader understanding.

Digital & Social Media Posts

- Short and clear safeguarding messaging.
- Avoid exploitative tone.
- Insert a link to DSPR's full safeguarding policy or reporting form.
- Content reviewed and approved by safeguarding focal point.
- Posts monitored for harmful comments or misuse.

Videos & Multimedia

- Consent obtained for any featured individuals (especially survivors or children).
- Subtitles or voice-overs in local languages.
- Clearly communicate organizational safeguarding stance.



Child-Friendly Materials

- Age-appropriate language and visuals.
- Engaging and interactive elements (e.g., cartoons, activities).
- Clear steps for how children can report concerns.
- Materials tested or co-designed with children when possible.

Community Engagement & Outreach Materials

- Culturally relevant and translated into local language.
- Include trusted local referral pathways.
- Use plain, respectful language.
- Reflect community-specific safeguarding risks (e.g., child marriage, trafficking).



Annex 4: Staff attending safeguarding session confirmation sheet

Training Title: _____

Date: _____

Location / Platform: _____

Trainer(s): _____

Staff Attendance & Confirmation Table

#	Full Name	Department	Job Title	Attended (Y/N)	Mode (Online/Offline)	Received Materials Beforehand (Y/N)	Signature	Comments
1								
2								
3								
4								
5								

Notes:

- **Attended:** Mark "Y" for Yes, "N" for No.
- **Mode:** Indicate whether the session was attended **Online** or **Offline**.
- **Received Materials Beforehand:** Confirm if preview/training materials were received prior to the session.
- **Signature:** Attendee signs to confirm participation and receipt of materials.
- **Comments:** Trainer or HR may use this for observations, follow-ups, or exceptions.

Trainer / DSPR Acknowledgment

Trainer Name & Signature: _____ Date: _____

DSPR workshop Coordinator Signature: _____ Date: _____