

# Bangladesh Scouts

## Safe from Harm Reporting Procedures

### 1. Title

Safe from Harm Reporting Procedures of Bangladesh Scouts

### 2. Purpose

The purpose of this Policy is to establish a clear, accessible, and confidential mechanism for reporting, responding to, and managing any Safe from Harm concerns within Bangladesh Scouts.

This Policy aims to:

- Ensure the safety and well-being of all members, especially children and young people
- Provide a structured reporting and response system
- Promote a culture of accountability, transparency, and safeguarding

### 3. Legal and Policy Framework

This Policy shall be interpreted in accordance with the laws of Bangladesh, including but not limited to:

- Children Act, 2013
- Prevention of Women and Children Repression Act, 2000
- Personal Data Protection Act 2026
- Penal Code, 1860
- Cyber Security Act 2026

This Policy is also aligned with the World Organization of the Scout Movement (WOSM) Safe from Harm principles.

### 4. Definition of Safe from Harm Concern

A Safe from Harm concern includes, but is not limited to:

- Physical abuse
- Emotional or psychological abuse
- Sexual harassment or exploitation
- Neglect
- Bullying, intimidation, or misuse of authority

## 5. Scope of Application

This Policy applies to:

- All members of Bangladesh Scouts (Cub Scouts, Scouts, Rover Scouts, Leaders, Staff, Volunteers)
- All scouting activities including meetings, camps, trainings, events, and online platforms
- All geographic levels (Group, District, Region, National)

## 6. Reporting Eligibility

Reports may be made by:

- Any Scout member
- Adult Leaders or volunteers
- Parents or guardians
- Teachers or associated individuals
- Any person with knowledge of a concern

Children and young people may report directly or through a trusted adult.

## 7. Reporting Mechanism

### 7.1 Reporting Process

Any individual wishing to report a concern shall:

1. Identify and document the concern
2. Submit the report through an approved channel
3. Provide relevant details to the extent possible

### 7.2 Required Information

Reports should include:

- Identity of the reporter (optional anonymity allowed)
- Identity of the affected person(s)
- Identity of the alleged offender (if known)
- Date, time, and location of the incident
- Description of the incident



- Supporting evidence (if available)

## 8. Reporting Channels

Bangladesh Scouts shall establish and maintain multiple accessible and confidential reporting channels to facilitate the timely reporting of safeguarding concerns.

All members, volunteers, staff, and stakeholders shall have the right and responsibility to report any Safe from Harm (SfH) concern through these designated channels. A dedicated official email address shall be maintained to receive safeguarding reports, which shall be regularly monitored by authorized personnel. An online reporting form shall be made available to ensure structured, secure, and user-friendly submission of complaints. Reports may also be made directly to a designated Safe from Harm (SfH) Officer at the National, Regional, or District level. District and Regional Scout Offices shall serve as physical points for receiving and documenting safeguarding concerns. Bangladesh Scouts shall also recognize national support mechanisms, including the Scouts Helpline \*\*\*\*, for urgent reporting and referral of child protection cases.

All reporting channels shall be accessible, inclusive, and appropriate to the needs of children, young people, and vulnerable individuals in the Bangladesh context. Confidentiality shall be strictly maintained, and information shall only be shared on a need-to-know basis in accordance with safeguarding principles and legal obligations. All reports received through any channel shall be promptly recorded and referred to the appropriate authority for necessary action. Bangladesh Scouts shall ensure that all stakeholders are informed about these reporting channels through training, awareness programs, and official communications. Regular monitoring and review of these channels shall be conducted to ensure their effectiveness, accessibility, and compliance with Safe from Harm standards.

## 9. Time frame

Action	Timeline
Report submission	Immediately
Forward to team	Within 24 hours
Acknowledgment	Within 48 hours
Initial assessment	Within 3–5 days
Case resolution	Depends on severity

## 10. Response and Case Management

Bangladesh Scouts shall establish a **Safe from Harm Case Management Team** and the Key Roles and Responsibilities of the team are as follows:

## 10.1 Safe from Harm Focal Person (Unit/District Level)

- First point of contact for receiving concerns
- Assists in filing reports
- Ensures immediate safety of affected individuals

## 10.2 Case Management Team ( National/Regional and District Level)

Bangladesh Scouts shall constitute a **Case Management Team (CMT)** at the **National, Regional, and District levels** to ensure effective handling of all Safe from Harm (SfH) reports and safeguarding concerns.

### 10.2.1 Composition of Case Management Team-

The Case Management Team (CMT) at the National Level shall consist of a maximum of thirteen (13) members and not fewer than nine (9) members.

At the Regional Level, the Case Management Team shall consist of five (5) members.

At the District Level, the Case Management Team shall also consist of five (5) members.

The detailed composition, roles, and appointment procedures of the CMT at all levels shall be determined and approved by the **National Scout Organization (NSO)**.

### 10.2.2. Core Functions and Responsibilities

The Case Management Team shall:

- Review and assess all reported safeguarding concerns in a timely and confidential manner
- Ensure proper documentation and secure handling of case information
- Assign a designated **Case Manager** for each reported case
- Monitor case progress and ensure compliance with established timelines and procedures
- Provide guidance and oversight to ensure decisions are consistent with Safe from Harm policies
- Ensure appropriate referral to external authorities where necessary
- Maintain confidentiality and uphold the best interests of affected individuals at all times

### 10.2.3. Qualification and Selection Preferences

Members of the Case Management Team should preferably possess:

- Demonstrated knowledge or training in **child protection, safeguarding, or Safe from Harm (SfH) principles**
- Experience in leadership roles within Bangladesh Scouts or similar organizations
- Professional background in relevant fields such as **law, social work, psychology, education, or human rights**
- Strong understanding of **confidentiality, ethics, and case handling procedures**

- Ability to assess risk, make impartial decisions, and handle sensitive information responsibly
- Good communication and coordination skills
- Gender balance and diversity to ensure inclusive and fair decision-making

At least one member, where possible, should have **specialized expertise in safeguarding or legal matters**.

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### **10.3 Case Manager**

- Leads case handling process
- Communicates with stakeholders
- Documents and reports progress

### **10.4 National Safe from Harm Coordinator**

- Oversees the entire safeguarding system
- Ensures training and compliance
- Reports to National Executive Committee

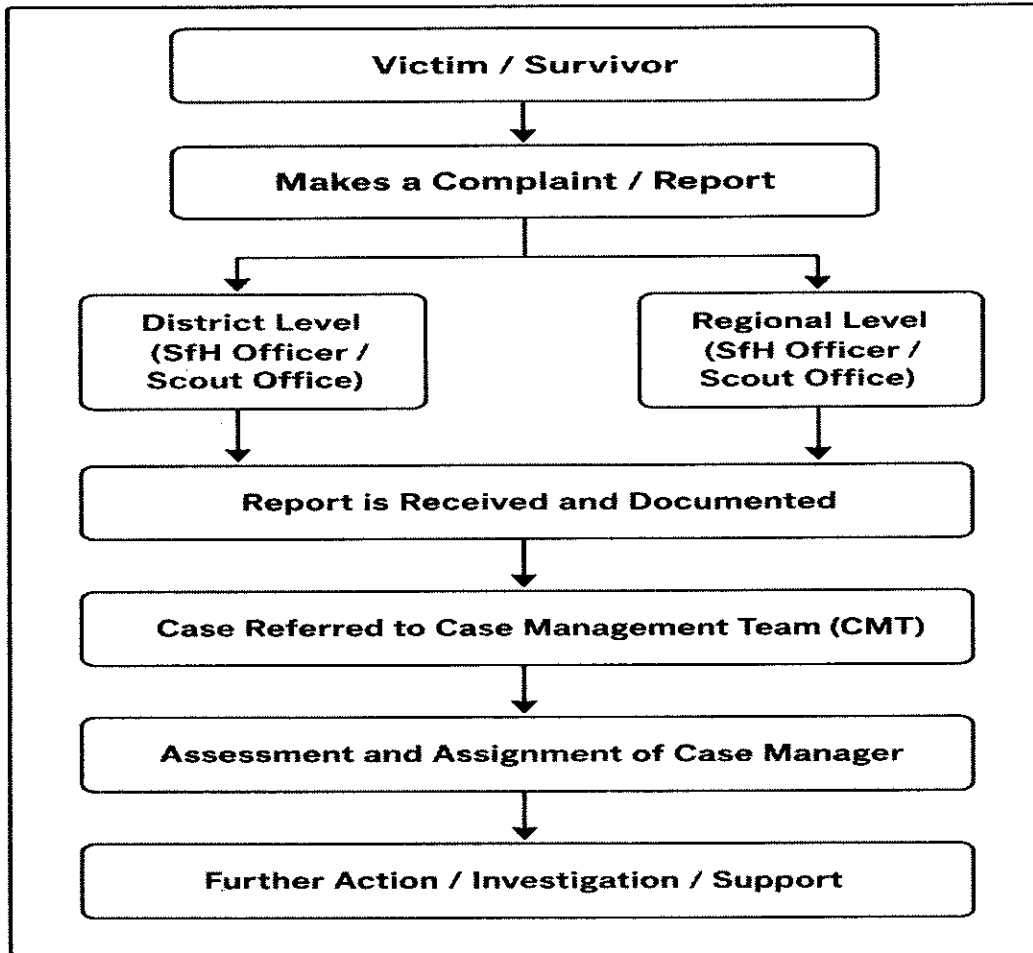
### **10.5 Principles**

The team shall operate under the following principles:

- Duty of Care
- Confidentiality
- Neutrality
- Do No Harm
- Timeliness
- Equity



## 10.6. Safe from Harm Reporting Flow-



## 11. Case Management Procedure

The following steps shall be followed:

1. **Receipt and Acknowledgment** (within 48 hours)
2. **Preliminary Review and Risk Assessment**
3. **Stakeholder Identification**
4. **Communication with Relevant Parties**
5. **Decision on Appropriate Response**, which may include:
  - Internal investigation
  - Mediation
  - Referral to law enforcement authorities
6. **Implementation of Actions**
7. **Documentation and Record Keeping**
8. **Case Closure**

## 12. Emergency Response

In cases involving immediate danger:

- Contact emergency services (Police: 999)
- Ensure immediate safety of the victim
- Notify appropriate authorities

## 13. Confidentiality in Safeguarding Reporting and Data Protection

All members of Bangladesh Scouts have a duty to report any safeguarding concerns. In doing so, Bangladesh Scouts is committed to maintaining strict confidentiality of all information received.

Information shared in a safeguarding report will be kept private and will not be disclosed without first discussing it with the concerned individual. Such information will only be shared on a **need-to-know basis** and in accordance with applicable legal obligations and safeguarding responsibilities.

However, there are certain circumstances where confidentiality cannot be fully maintained. Information may be shared without consent where necessary, including when:

- There is a risk of harm to the individual making the report
- There is a risk of harm to another person
- The organization is unable to provide adequate support, but another authority can
- Legal or law enforcement intervention is required

In such situations, Bangladesh Scouts will, where possible, inform and discuss the matter with the individual before sharing the information.

Depending on the nature and seriousness of the concern, information may be shared with relevant parties, including:

1. Parents or Legal Guardian
2. Responsible adult members within Scouts)
3. National Scout Organization (NSO) leadership
4. Government Child Protection Services or relevant authorities responsible for child safety
5. Law enforcement agencies, including the Police

Bangladesh Scouts will ensure that any disclosure is limited to what is necessary to protect individuals and respond effectively to safeguarding concerns. All safeguarding records must be securely stored and accessible only to authorized personnel. Documentation must be accurate, factual, and handled in compliance with applicable data protection laws and organizational policies.

## 14. Sanctions and Disciplinary Measures

This section establishes a structured framework for disciplinary actions in response to violations of safeguarding policies, failure to report concerns, misconduct, or actions that compromise the safety and well-being of members within Bangladesh Scouts. The objective is to ensure accountability, uphold safeguarding standards, and maintain a safe environment for all.

This procedure applies to all members of Bangladesh Scouts, including:

- Adult leaders and volunteers
- Staff members
- Youth members (where applicable under disciplinary guidelines)
- Any individual acting on behalf of Bangladesh Scouts

### 14.1 Grounds for Disciplinary Action

Disciplinary measures may be imposed in, but are not limited to, the following circumstances:

- Failure to report safeguarding concerns or incidents
- Knowingly providing false or misleading information in a report
- Breach of confidentiality obligations
- Negligence or misconduct resulting in harm or risk of harm
- Violation of Bangladesh Scouts Safe from Harm (SfH) policies and procedures
- Retaliation against a person who reports a safeguarding concern
- Obstruction of safeguarding investigations

### 14.2 Principles of Disciplinary Action

All disciplinary actions shall be guided by the following principles:

- **Fairness and Due Process:** Every individual has the right to be informed of allegations and respond before action is taken
- **Confidentiality:** All proceedings shall maintain strict confidentiality
- **Proportionality:** Sanctions shall be proportionate to the severity and impact of the misconduct
- **Child Protection Priority:** The safety and best interests of children and vulnerable individuals shall be the primary consideration
- **Zero Tolerance:** Bangladesh Scouts maintains zero tolerance for abuse, exploitation, or serious safeguarding breaches

### 14.3 Types of Sanctions

### **14.3.1 Verbal Warning**

A verbal warning may be issued to an offender in cases of minor or first-time breaches of Safe from Harm procedures. This warning will be formally communicated by the designated authority, outlining the nature of the misconduct and expected corrective behavior. The warning shall be documented internally for monitoring and future reference.

### **14.3.2 Written Warning**

A written warning shall be issued to an offender in cases of repeated minor breaches or moderate violations of safeguarding policies. This notice will clearly specify the nature of the violation, required corrective actions, and the consequences of any further misconduct. The warning will be formally recorded and placed in the offender's official record.

### **14.3.3 Suspension**

An offender may be suspended from all duties, roles, and participation in Bangladesh Scouts activities, either temporarily pending investigation or as a disciplinary measure. Suspension shall apply in situations involving serious allegations or where there is a potential risk to others. During the suspension period, the offender may be restricted from participating in any Scout-related activities, both within Bangladesh and in any international events.

### **14.3.4 Termination of Membership**

Termination of membership shall result in the permanent removal of the offender from Bangladesh Scouts. This sanction will be applied in cases of serious misconduct, confirmed abuse, or significant violations of Safe from Harm policies. The decision shall be made by the appropriate National Scout Organization (NSO) authority, ensuring due process and adherence to organizational procedures.

## **15. Training and Capacity Building**

Bangladesh Scouts shall ensure:

- Mandatory Safe from Harm training for all Leaders
- Specialized training for Case Management Team members
- Awareness programs for members and stakeholders



## **16. Monitoring, Evaluation, and Review**

- Continuous monitoring of incoming reports
- Annual review of this Policy
- Reporting to National Executive Committee
- Integration of lessons learned into policy improvement

## **17. Reporting to Governance Bodies**

The Case Management Team shall:

- Provide periodic reports to the Safe from Harm National Committee
- Maintain oversight of trends and risks
- Ensure accountability and transparency

## **18. Effective Date**

This Policy shall come into effect upon approval by the National Executive Committee of Bangladesh Scouts.

## **19. Conclusion**

Bangladesh Scouts is committed to creating a safe environment where all members are protected from harm. This Policy reinforces that commitment by ensuring that every concern is taken seriously, addressed promptly, and managed with care and professionalism.

