

Safeguarding and Protection Policy

A practical framework for safe, respectful and accountable community work.

Document status	Website draft
Review cycle	Annual
Responsible unit	Board and Safeguarding Focal Person

This is a website demonstration draft. Replace it with the board-approved signed document before public deployment.

01 Purpose and principles

Our commitment

Naya Nepal is committed to dignity, do-no-harm practice, non-discrimination and the protection of children, adults at risk, volunteers and staff in every activity.

Scope

This policy applies to board members, staff, volunteers, consultants, partners and visitors acting on behalf of the organization.

02 Expected conduct

Professional boundaries

Representatives must use respectful language, avoid exploitative relationships, obtain informed consent and never exchange assistance for personal benefit.

Images and stories

Photos, video and case stories require informed consent. Identifying details must be minimized when disclosure may create risk.

03 Reporting concerns

Safe channels

Concerns may be reported confidentially to the safeguarding focal person, executive director or designated board member.

Immediate danger

Where a person faces immediate danger, prioritize safety and contact an appropriate protection or emergency service.

04 Response and accountability

Fair response

All concerns will be logged securely, assessed promptly and handled on a need-to-know basis without retaliation.

Learning

Incidents and near misses will inform training, risk controls and annual policy review.