



OLSIA Safeguarding Guidelines

Organization of literacy support for independent Afghanistan

2025

OLSIA SAFEGUARDING GUIDELINES

Board Approval

The board of director of OLSIA, by resolution duly adopted by unanimous vote at a meeting duly called and held and not subsequently rescinded or modified in any way, has duly determined that this policy is workable and fair to and in the best interests of OLSIA, the board, approve this policy, recommended for use and directed that the amendment be submitted for consideration by OLSIA board members and ED at the OLSIA board meeting.

Each member of the board agrees to perform such further acts and execute such further documents as are necessary to effectuate the purposes hereof. This policy manual shall be understood and enforce in accordance with and governed by the laws of the government of Afghanistan.

The OLSIA Board Approval constitutes approval of this policy manual undersigned.

Abdul Qaum Almas

Signature

Fazal Rabani

Signature

Abdul Jabar Ameri

Signature

Farhad Naderi

Signature

Haroon Ahmadi

Signature



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Policy Update

In order to provide flexibility and operate within this policy, the safeguarding policies and guidelines are subject to review and updates on regular basis. This policy was created in January 2024 and reviewed in March 2024. The changes in size and complexity and implementation of new systems are subject to changes in regulations and global humanitarian principles relevant to safeguarding standards, the existed processes or policies of OLSIA will need to be modified accordingly.

Added this, it's important that any best practices or 'lessons learned' are regularly incorporated into the policies and procedures for continual process improvements and for OLSIA's staff and clients' safety. Any changes and updates will be incorporated in this manual on annual basis and will be effective for implementation after the approval of the OLSIA board. The next review of the policy will be performed in May 2027.

Policy Implementation

The Executive Director, supported by the HR and program management departments, is responsible for developing, reviewing and implementing safeguarding guidelines, as well as monitoring existing staff performance relevant to safeguarding.

OLSIA believes that all relevant staff receive access and regular training on safeguarding policies and procedures of the organization, so the benefits of the structure that the document creates can be realized. Also, a regular and consistent enforcement of the policies across all levels of the organization is in place to minimize and mitigate the risks falling out of compliance with the policies.

In due course, the OLSIA board has a fiduciary duty to the organization to ensure that its human resources are implementing safeguarding standards and principles and used appropriately. This includes making sure that there are good documented policies and procedures to protect those human resources, beneficiaries/clients, and management of OLSIA is responsible for ensuring these policies and procedures are communicated, followed, monitored, and corrected as needed.

Policy Orientation

The purpose of this policy is to provide efficient safety of staff, beneficiaries/clients, and the alignment of safeguarding steps with the overall mission of the organization. This manual includes guidelines that govern the human resources activities and align with the overall goals of the organization that are written with enough clarity to be understood by individuals throughout the organization.

It is important that all OLSIA staff understand the policies and procedures adopted in this manual. To effectuate, OLSIA Admin/HR and program management departments are responsible to conduct an orientation about the policy and all the updates and changes incorporated in this manual. For new staff, this policy should be explained in detail and proper training ought to be provided as/when needed.

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Safe Guarding

Definitions

Safeguarding - Collective and individual responsibility and actions are taken to ensure that all vulnerable groups are protected from planned or unintentional acts that lead to the risk of or actual harm by OLSIA staff. Safeguarding is achieved from the implementation of the practices included in child protection, gender, PSEA, Governance and Human Resource policies, code of conduct and whistleblowing guidelines these policies should also cover people with disabilities as one of the possible vulnerable group.

Ensuring children in touch with the organization is safe from exploitation, abuse, negligence, bribery and fraud and same for other vulnerable groups who work or are in contact with OLSIA like women, people with disabilities and other vulnerable groups to be saved from all types of physical and emotional harm.

Summary of outcomes of safeguarding

- Have the right to be protected from harm;
- Need to be safe and to feel safe;
- Need support that matches their individual needs, including those who may have experienced abuse, torture and trauma;
- Have the right to speak freely and voice their values and beliefs;
- Have the right to be supported to meet their emotional and social needs;

If work with communities

- Community and the organizations we work with can and do contribute to the prevention of abuse, victimization, bullying, exploitation, discriminatory views and risk taking behaviors.
- Community members and volunteers in a community have an important role to play in safeguarding children, young people and vulnerable adults.
- All activities are executed in the best interests of the children, young adults and other vulnerable groups.

Raising awareness within the organization / Mechanism to raise awareness amongst employees about Safeguarding.

- Inform all employees on the importance of Safeguarding vulnerable people
- Make sure that all managers and supervisors understand their responsibilities to provide a safeguarding work environment through following the policies providing relevant guidelines.
- Monitor and revise the mechanism and education/information programs on a regular basis to ensure that it is still effective for OLSIA's workplace.
- Implementation of Child protection, PSEA, Human Resource, Anti-corruption, Gender policies and Human Resource, Governance, whistleblowing policies
- Ensure that these policies are widely disseminated to all relevant staff. All new employees must be trained on the content of these policies as part of their induction into OLSIA. It is the responsibility of every line manager and collectively the management team to ensure that all employees are aware of the Safeguarding policies.

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Complaints

- Handle complaints properly as per the Human Resource and CRM policies of the organization and keep record of all performances in relation to every single complaint received.

Transparency

- Keep transparency and accountability, share with all staff summary of complaints and the action taken regularly
- Provide orientation how safeguarding is achieved and how it is overseen regularly
- Appoint a focal point for safeguarding in every office and project site where appropriate

Monitoring and evaluation

OLSIA recognizes the importance of monitoring the Safeguarding mechanism and will ensure that it monitors implementation of the mechanism with the support of child protection, PSEA and gender focal points and human resource manager.

He/she will be responsible to promote these policies in meetings of all staff and raise awareness among new employees together with the Human Resource Manager.

OLSIA will annually evaluate the effectiveness of these policies and make any changes needed.