

Last revised: 12 March 2025, OP Manager

Safeguarding Policy

Safeguarding statement

BAAS fully recognises its responsibility for safeguarding and promoting the welfare of children, young people and vulnerable adults and is committed to being fully accessible and inclusive, welcoming and respecting the diversity of all visitors, volunteers, coordinators, board members and suppliers. BAAS believes in and advocates for the specific set of fundamental rights that children, young people and vulnerable adults have, especially to be protected from harm. All those working on behalf of the organisation, whether personnel or volunteers, also have a right to personal support and guidance concerning safeguarding issues.

The Safeguarding policy of BAAS collects all organizational tools and actions taken by BAAS to ensure the safety and wellbeing of everyone that comes in touch with the organisation in the context of its operations..

Within their designated roles and responsibilities all individuals working for BAAS are to prevent and mitigate any negative impact of their actions on others. This includes awareness of social, cultural, and professional contexts and hierarchies, as well as of the inherent power imbalances between those offering and those making use of the support and/or services we offer.

Finally, acknowledging that a Safeguarding Policy is a dynamic and ever-involving tool, always in need of complementary elements, there are a few policies and guidelines we commit to developing:

- Safeguarding in Recruitment policy
- Policy on Partnerships and Cooperation
- Guideline on Referring Vulnerable Individuals
- Implementation of child-specific safeguarding policy and tools
- Action Plan to increase knowledge and transparency on our Safeguarding Tools

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1. Scope

This document constitutes the policy for safeguarding of children, young people and vulnerable adults of Be Aware and Share (hereinafter BAAS), including BAAS personnel and volunteers. The policy is binding for all members of BAAS, volunteers and all other persons who work for or on behalf of BAAS. It is also binding for all partners in civil society and suppliers.

The designated Safeguarding Officers, the Safeguarding Focal Point as well as the BAAS Board, depending on the incident and the respective process, have the primary responsibility over the implementation of this policy.

2. Purpose

- Ensure that all members and service providers working for or on behalf of BAAS do not harm children, young people or adults;
- Ensure that the rights and well-being of children, young people and vulnerable adults are a primary consideration in all aspects of the work of BAAS;
- Ensure that the rights and well-being of BAAS personnel and volunteers are a primary consideration in all aspects of the work of BAAS;
- Ensure that safety risks and cases of misconduct are identified, reported and addressed in an appropriate and timely manner, without fear of reprisal.

3. A. General Definitions

Safeguarding: An organisation's responsibility to ensure that no harm is caused to individuals resulting from its own actions or omissions. This means both a proactive role in preventing individuals' exposure to harm as well as a reactive role in identifying cases where harm has already been inflicted. Safeguarding efforts are aimed at both an organisation's members as well as all external individuals it encounters.

Child and young person: Anybody under the age of eighteen years, in accordance with Article 1 of the UN Convention on the Rights of the Child, 1989.

Abuse/ exploitation: Any and all forms of physical and/or emotional ill-treatment,

sexual abuse, neglect, negligent treatment or commercial or other exploitation resulting in actual or potential harm to individuals. Abuse towards vulnerable persons may take place in any setting, public or private, and may also include adult-to-adult and child-to-child actions.

Vulnerable adult/ vulnerability: For the purposes of this policy and procedures, BAAS considers a Vulnerable Person as an adult who may be restricted in capacity to guard himself/herself against harm or exploitation or to report such harm or exploitation. This may arise as a result of physical, intellectual and/or contextual impairment; the risk of abuse may be influenced by both context and individual circumstances.

B, Terms of Reference (TOR) for Safeguarding Incident Procedures:

Alleged Perpetrator (AP): the individual alleged to have abused, neglected, or exploited the Survivor.

Survivor: the individual who is alleged to have been abused, neglected, or exploited by the Alleged Perpetrator.

Safeguarding Focal Point: the Operations Manager, who is responsible for receiving and processing the reports concerning Safeguarding Incidents drafted by the Safeguarding Officers, consequently implementing this Policy in accordance with the findings and the severity of the incident.

Safeguarding Officer (First Point of Contact): the Coordinators of BAAS in Ioannina, acting as First Points of Contact for Safeguarding Incidents taking place in the CC or the volunteer houses, responsible for fact-finding tasks as well as for reporting of safeguarding incidents.

Safeguarding Committee: the higher deciding body regarding Safeguarding Incidents, responsible for taking decisions regarding safeguarding incidents that are **considered severe** and **involve BAAS personnel**. The Safeguarding Committee consists of two Board members and the Safeguarding Focal Point. If the Safeguarding Focal Point is either AP or Survivor, their place in the Committee is taken by another member of the organization, not involved in the incident.

Interim Measures: provisional measures taken by the Safeguarding Officers or the Safeguarding Focal Point to ensure the safety and wellbeing of the people involved in the incident until a final decision is taken. Interim measures could include but are not limited to: separation of the involved individuals' tasks, reallocation in the volunteer apartments of the

organization, provision of emotional/psychological support, provisional dismissal until final decision, etc.

4. Types of Abuse

Physical abuse:

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm.

Emotional abuse:

Emotional abuse is the emotional ill treatment of a child/adult such as to cause severe and persistent adverse effects on the child's/adult's emotional development. It may involve conveying to children and adults that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying, causing children and adults frequently to feel frightened or in danger, or the exploitation or corruption of people. Some level of emotional abuse is involved in all types of ill treatment of a child and/or adult though it may occur alone.

Sexual Exploitation and Abuse (SEA):

Sexual Exploitation and Abuse involves forcing or enticing a child, young person or adult to take part in sexual activities, whether or not the person is aware of what is happening. The activities may involve physical contact, non-contact activities, such as involving children and adults in looking at, or in the production of sexual online images, watching sexual activities, or encouraging children and adults to behave in sexually inappropriate ways.

Any sexual relationship between those providing humanitarian assistance and protection and a person benefiting from such humanitarian assistance and protection that involves improper use of rank or position is prohibited. Such relationships undermine the credibility and integrity of humanitarian aid work.

Sexual Exploitation and Abuse includes exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited. This includes exchange of assistance that is due to beneficiaries.

Neglect:

Neglect is the persistent failure to meet a child's or adult's basic physical and/or psychological needs, causing serious long term harm to the person's health or development. It may also include neglect of a child's/adult's basic or emotional needs. Neglect may occur during pregnancy through substance abuse, and later on through a failure to provide adequate food, clothing and shelter, to protect from physical and emotional harm or danger, and to ensure access to appropriate medical care or treatment. Neglect is a lack of appropriate action, emotion, or basic needs.

Harassment:

Harassment is unwanted, unwelcome, or uninviting behaviour by another person, that annoys, threatens, intimidates, alarms, offends, or puts a person in fear for their safety. Harassing behaviour may include - but is not limited to - comments, slurs, or lewd propositions, assault, impeding or blocking movement, offensive touching, or any physical interference with normal work or movement. It can also include stalking in a public place, online, or in any form of communication that can cause annoyance or alarm.

5. Basic Principles

With this Policy, BAAS commits to the following principles:

- a) The rights and well-being of children, young people and vulnerable persons must be a primary consideration in all activities and decisions of BAAS.
- b) Children, young people and vulnerable persons have a right to be heard. Their views must be given sustainable consideration.
- c) BAAS pursues a zero-tolerance approach in matters relating to bullying, harassment, sexual exploitation and abuse.

- d) All children, young people and vulnerable persons have the same right to be protected against the endangerment of their welfare irrespective of their gender, culture ethnicity, age, religion, sexual orientation, skills or any other factors.
- e) All adults have the responsibility to react if they suspect any endangerment of vulnerable people.
- f) Violations of these principles and the related rules of conduct can have consequences, including sanctions under labour and criminal law.

6. Ethical Standards

The following sets out the ethical standards regarding safeguarding that must be followed by everybody subject to the scope of this Policy:

- a) I interact with others responsibly and mindfully. I know and communicate my own boundaries.
- b) I am aware of my special position of trust and authority towards children, young people and vulnerable persons relating to BAAS' activities and events of all kinds. I undertake to perform my special role and responsibility towards them with respect and care and to refrain from abusing this role in any manner.
- c) I respect and guarantee all physical and emotional boundaries in contact with children, young people and vulnerable persons. I am aware that it is often difficult to recognize the boundaries of others, as these differ from person to person.
- d) I am aware that children, young people and vulnerable persons often find it difficult to openly formulate their own discontent. Therefore I am mindful when interacting with them.
- e) I am aware of these boundaries and my role as an example, also in the digital space, when using social media platforms and messenger services and in the general creation of texts and images in the context of media activities.
- f) I do not close my eyes to the violation of the boundaries of children, young people and every person, in general.
- g) I am aware that any and all sexual acts with children or young people and participants of the centre will result in the termination of the working relationship and can lead to sanctions under criminal law.

- h) I confirm that I share an excerpt of my criminal record and transparently inform the Board, should I be convicted during active membership with BAAS or during volunteering with BAAS.
- i) I undertake to inform the board of BAAS immediately if criminal proceedings should be against me in connection with an act of sexual abuse.

7. Information and Training

All people subject to the scope of this Policy are informed about the topic of safeguarding by their supervisor or direct contact person. BAAS' principles of safeguarding are mentioned and discussed before a new person is appointed as well as during the search of suitable candidates or partners.

8. Roles & Responsibilities

The contact person (Focal Point) for reporting on safeguarding incidents as well as processing the reporting of any incident is the Operations Manager, who acts as the Safeguarding Focal Point. Additionally, all the BAAS Coordinators on the ground act as Safeguarding Officers, charged with fact-finding, response/mitigation and safeguarding-incident reporting tasks.

More specifically:

- Role of the Safeguarding Focal Point

The Safeguarding Focal Point is responsible for drafting certain safeguarding incident reports, as well as for the overall implementation of this policy, in accordance with the Safeguarding Incident Reports they receive. (see more under 11. Procedures)

The Safeguarding Focal Point is also responsible for ensuring that this Policy is regularly updated.

- Role of the Safeguarding Officers

All of the BAAS coordinators at the project site constitute Safeguarding Officers, acting as First Points of Contact, responsible for reporting a safeguarding incident that was brought to their attention, in accordance with the procedures outlined in section 11 of this Policy.

- **Role of the Board**

The Board forms part of the Safeguarding Committee, being responsible for taking decisions regarding safeguarding incidents that are considered severe and involve BAAS personnel. The Board is also responsible for processing reports drafted by the Safeguarding Officers, when the Safeguarding Focal Point is either the AP or the Survivor.

9. Breach of the policy

1. As a breach of this Policy shall be regarded any violation of the safeguarding rules set in it. Especially, any action or behaviour described in section 4. of this Policy will explicitly be considered as a Safeguarding Incident.
2. BAAS does not tolerate any breaches of this Policy. Such breaches will lead to sanctions for misconduct for everyone subject to the scope of this Policy. The sanctions will be dependent upon the severity of the established breach, ranging from a reproach to an immediate dismissal.
This applies to those who break the rules as well as those who were aware of the breaches but never reported them. Each incident, however, is to be assessed strictly on a case-by-case basis.
3. Anybody who finds out about a breach of this Policy must report it immediately to one of the Safeguarding Officers or the Safeguarding Focal Point.
4. We do not tolerate any revenge measures against persons who report breaches of this policy in good faith.

10. Behavioural Recommendation

It is recognised that a child or adult may seek you out to share information about abuse or neglect. This can happen spontaneously, one- on- one, or in a group setting. In these situations, you should:

1. Listen carefully to the person and **NOT** directly question them - give them space, time and attention to explain.
2. Allow the child or adult to give a spontaneous account; do not stop a child, young person or vulnerable adult who is freely recalling significant events.
3. Make an accurate record of the information, record the timing, setting, people present, the child or vulnerable adult's presentation, and what was said. Keep this in case it is needed later. Use the child's/adult's own words where possible, and try to be as objective as possible in your recording.
4. Not offer false confidentiality. Explain as soon as possible that you cannot promise not to speak to others about the information shared. Explain you will need to do it discreetly, on a need to know basis, and the reason why you have to share the information with the appropriate people.
5. Reassure them that they have done the right thing in telling you and have not done anything wrong.
6. Explain what you will do next and that you will need to get help to keep them safe.
7. Report the event as soon as possible (reporting procedure below).
8. Do not make promises you cannot guarantee.
9. Do not ask them to repeat their account of events to anybody.

11. Fundamental Principles During Safeguarding Procedures

Prevention: wherever possible BAAS commits to taking the actions needed to prevent violence and harmful acts within the working environment of BAAS. We believe that prevention is the most meaningful element of safeguarding.

Transparency; procedures in written: we commit to making our safeguarding tools and procedures as transparent as possible. We communicate transparently on actions we take in connection to this policy. Attempts to cover up an act of wrongdoing are considered misconduct. All meetings regarding incidents, allegations, and reports must be documented with notes/minutes. It is preferable for these meetings to be attended by at least two individuals who are responsible for conducting the investigation.

Confidentiality: in any incident falling under this safeguarding policy, BAAS is committed to treating the incident, including the notes/minutes from meetings, with the utmost level of confidentiality. The identity of individuals involved as well as the details of the incident stay confidential. Confidentiality will be ensured to the degree that is compatible with thorough fact-finding and adequate reaction to the incident.

Empowerment: we aim to lower barriers to make allegations and reports on any incidents relevant under this policy. We aim to empower individuals that were harmed in the working environment of BAAS to speak up.

Support for and solidarity with victims: the interest and needs of the Survivor of violence or any harmful act are always and primarily considered in any organisational action taken by BAAS. BAAS provides the Survivor of a violent or harmful act with the highest possible level of support.

If an allegation was made, the benefit of the doubt rests with the Survivor.

Timely and thorough fact-finding: if an allegation was made, we engage in responsible and thorough fact-finding, emphasizing on immediate response and action. This includes taking testimonies of all individuals involved.

Fairness and the right to be heard: within our fact-finding, all individuals involved have the right to explain themselves and their perspectives will be considered.

12. Reporting Procedures

Any concern should be reported without delay. An allegation of abuse of a child or adult should be taken seriously at all times. It is not for individual BAAS-members to decide whether or not abuse or exploitation has taken place. But it is in their responsibility to raise concerns and/or pass on any concerns which have been raised to them. This can be done verbally or in writing. The need to report arises in the following instances:

- **Observation or suspicion of abuse**
- **Receiving an allegation of abuse**
- **Disclosure of an abuse**

It is essential that all parties maintain confidentiality and therefore sharing of information, which could identify a victim or an alleged perpetrator should be purely on a 'need to know' basis. Unless abuse has actually been proven to have occurred one must always refer to '**alleged abuse**'. Names and identities are not to be disclosed outside the designated bodies/individuals in charge of implementing this Policy. BAAS may be under a legal obligation to report anonymised incidents to certain authorities.

During the BAAS Operations, the following safeguarding incident scenarios may arise:

A. The AP is a participant

Since BAAS is running an open community centre for everyone, it might occur that you observe an act of abuse or exploitation by one of the participants.

Even though this person may not be officially connected to BAAS and not obliged to follow the Code of Conduct and BAAS Safeguarding Policy, it is important to report and react to ensure the safety and wellbeing of everyone participating at BAAS projects.

The Safeguarding Officer to the attention of whom the Safeguarding Incident is brought, acts as the First Point of Contact.

A report should be drafted as soon as possible by the Safeguarding Officer, who, at the same time, must take all necessary steps to ensure the safety and well-being of the Survivor. (interim measures)

The report will then be forwarded to the Safeguarding Focal Point who will be responsible for implementing this Policy, depending on the findings and the severity of the incident.

In deciding about the measures to be taken, the Safeguarding Focal Point shall discuss the issue with the Safeguarding Officers.

B. The AP is an International Volunteer or a Community Volunteer

The Safeguarding Officer to the attention of whom the Safeguarding Incident is brought, acts as the First Point of Contact.

A report should be drafted as soon as possible by the Safeguarding Officer, who, at the same time, must take all necessary steps to ensure the safety and well-being of the Survivor. (interim measures)

The report will then be forwarded to the Safeguarding Focal Point who will be responsible for implementing this Policy, depending on the findings and the severity of the incident.

In deciding about the measures to be taken, the Safeguarding Focal Point shall discuss the issue with the Safeguarding Officers.

C. The AP is a Coordinator and the Survivor is an International Volunteer, a Community Volunteer or a participant.

The Safeguarding Focal Point or the Safeguarding Officer to the attention of whom the Safeguarding Incident is brought, acts as the First Point of Contact.

A report should be drafted as soon as possible by the Safeguarding Focal Point or the Safeguarding Officer, who, at the same time, must take all necessary steps to ensure the safety and well-being of the Survivor. (interim measures)

The report will then be forwarded to the Safeguarding Focal Point (if drafted by the Safeguarding Officer) who will be responsible for implementing this Policy, depending on the findings and the severity of the incident.

D. The AP is a Coordinator and the Survivor is a Coordinator

The Survivor brings the Safeguarding Incident directly to the attention of the Safeguarding Focal Point.

The Safeguarding Focal Point then is responsible for drafting the Safeguarding Incident Report as soon as possible, consequently implementing this Policy in accordance with the finding and the severity of the incident. At the same time, the Safeguarding Focal Point must take all necessary steps to ensure the safety and well-being of the Survivor. (interim measures)

E. The AP is the Safeguarding Focal Point

The Safeguarding Officer to the attention of whom the Safeguarding Incident is brought, acts as the First Point of Contact.

A report should be drafted as soon as possible by the Safeguarding Officer, who, at the same time, must take all necessary steps to ensure the safety and well-being of the Survivor. (interim measures)

The report will then be forwarded to the Board who will be responsible for implementing this Policy, depending on the findings and the severity of the incident.

F. The Survivor is the Safeguarding Focal Point

The Safeguarding Focal Point brings the incident to the attention of one of the Safeguarding Officers.

A report should be drafted as soon as possible by the Safeguarding Officer, who, at the same time, must take all necessary steps to ensure the safety and well-being of the AV. (interim measures).

The report will then be forwarded to the Board who will be responsible for implementing this Policy, depending on the findings and the severity of the incident.

If the individual responsible for processing the safeguarding incident report (Safeguarding Focal Point or the Board in cases where the Safeguarding Focal Point is either AP or Survivor) assesses that the severity of an incident, where BAAS personnel constitutes the AP, is such that a decision on the matter should be taken by the Safeguarding Committee, then the incident is brought before the Committee, which then convenes at the earliest date possible (high priority urgency) and decides on the measure to be taken with a majority vote.

Indicatively, and not exhaustively, incidents that could be regarded of such severity as to be brought before the Committee: physical abuse, sexual abuse, harassment that exceeds a certain level (f.e. physical harassment)

Scenarios where either the Survivor or the AP belongs to the *remote team*:

A. The Survivor belongs to the remote team

The Survivor shall reach out directly to the Board or to the Safeguarding Focal Point. Designated e-mail addresses for these purposes are: board@beawareandshare.ch and operations@beawareandshare.ch but there are other communication channels proposed to report the incident, such as phone communication or communication via apps.

Then a report of the incident should be drafted and the Policy will be implemented in accordance with the findings and the severity of the incident.

Of course, there is always the possibility to report the incident through the [Anonymous Whistleblow Form](#) (also see section 13 below)

B. The AP belongs to the remote team

Depending on who the Survivor is and their proximity/reachability to one of the Safeguarding Officers, the Safeguarding Focal Point or the Board, they can use either the in-person reporting of the incident or one of the ways formulated right above.

Of course, there is always the possibility to report the incident through the [Anonymous Whistleblow Form](#) (also see section 13 below)

Procedural Obligations

- The individuals mentioned above as responsible for drafting the safeguarding incident report, depending on the procedure, have the following *minimum procedural obligations*:

1. Receive the information re: allegations of misconduct or a safeguarding concern/incident.
2. Fact-finding: immediate communication with involved individuals, incl. the AP and the AV, in order to establish to the greatest extent possible the facts of the incident with an unbiased approach to them.
3. Take interim measures.
4. Draft the safeguarding incident report.
5. Forward it further according to the above mentioned procedures.
6. Implement this policy/decision-making.

7. If, in any of the above mentioned scenarios, the Safeguarding Focal Point by virtue of his/her presence on the ground (CC, Volunteer Apartments) receives direct information about or is a witness of any safeguarding incident that could otherwise be brought, firstly, to the attention of a Safeguarding Officer, he/she can skip the intermediate step and draft the Safeguarding Incident Report himself/herself.

8. In any scenario not covered by the 6 above, both the Safeguarding Officers as well as the Safeguarding Focal Point are generally responsible for the proper implementation of this Policy.

During the whole process, the Fundamental Principles stipulated in section 11. above, should be followed to the greatest extent possible.

13. Whistleblowing

Whistleblowing is when someone from an organisation passes on information which they reasonably believe shows wrongdoing by that organisation or any of its members or staff. It's important for our volunteers to understand the whistleblowing procedure, which details how an individual can raise any concerns they may have, and how those concerns will be dealt with. From the organisation's perspective, it provides the opportunity to stop poor practice at an early stage before it becomes normalised and serious incidents take place.

When workers raise legitimate concerns about specified matters in the public interest, they are called 'qualifying' or 'protected disclosures'. A qualifying disclosure is made by someone working on behalf of the NGO who has a reasonable belief that any of the following is being, has been or is likely to be, committed:

- A criminal offence
- A miscarriage of justice
- An act creating risk to health and safety
- An act causing damage to the environment
- A breach of any other legal obligation
- Concealment of any of the above

It is not necessary for you to have proof that such an act is being, has been, or is likely to be, committed – a *reasonable belief* is sufficient. You have no responsibility for investigating the matter – it is BAAS' responsibility to ensure that an investigation takes place. If you make a protected disclosure you have the right not to be dismissed, subjected to any other detriment or victimised because you have made a disclosure

Ways to Report an abuse as a whistleblower or Survivor:

Abuse is always wrong, but it's especially worrying when carried out by someone in a position of power or authority over other(s).

If you are a Survivor of alleged abuse or if you have information about a possible abuse from an adult linked to BAAS operations, it needs to be reported immediately. The case of a possible abuse exists if an adult linked to BAAS has

- behaved in a way that has harmed or may have harmed a child or adult.
- possibly committed a criminal offence against, or related to, a child or adult.
- behaved towards a child/children or adult/s in a way that indicated s/he is unfit to work at BAAS,
- acted in any way falling under the scope of the behaviours defined in section 4 of this Policy.

Please use one of the following ways in order to report the incident:

1. Directly mention the incident or suspicion thereof to one of the Safeguarding Officers (Coordinators) or the Safeguarding Focal Point (Operations Manager) who is then responsible for fact-finding, interim measures as well as for drafting the Safeguarding Incident Report. If the AP is a Coordinator then the whistleblower/Survivor can directly mention the incident or suspicion thereof to the Safeguarding Focal Point who is then responsible for drafting the Safeguarding Incident Report.

2. If you don't feel comfortable reporting the matter in person, you can use the [Anonymous Whistleblower Form](#). The QR code of this form will also be available in the CC in Ioannina, so that participants can quickly have access to it, if needed.

3. If you don't mind reporting the incident with your identity being evident, but you feel apprehensive about doing it in person, or there are other reasons that prevent you from doing so in person, you can send the details of the safeguarding incident to the following e-mail address: operations@beawareandshare.ch

14. Safeguarding Incident Report (Content)

The author of the Safeguarding Incident Report should make sure that it includes, at a bare minimum, the following information:

1. Name of the person receiving the incident info/disclosure (author of the report)
2. Information about the Survivor
3. Information about the AP
4. Details of the Incident such as:

- a. Location:
 - b. What happened
 - c. Who was involved: Specify all individuals who were involved or witnessed the incident (e.g., the person at risk, the person allegedly causing harm, any bystanders).
 - d. What was the impact on the individuals involved.
5. Actions taken/interim measures

The individual responsible for processing the report can ask for clarifications/follow-up info from the author.

Subsequently he/she will complement with the following information:

- a. Measures taken/decision
- b. Members of the team that took part in the decision
- c. Reasoning that lead to the decision
- d. Next steps/lessons learned

The Safeguarding Incident Reports will be stored in a designated folder in the BAAS Google Drive, and will be accessible only by the SGOs, the SGFP and the Board of BAAS.

15. Entry into force

This Policy was adopted in the Sync Meeting. It entered into force on 12.03.2025.

16. Amendments to the Policy

This policy will be reviewed by the Safeguarding Focal Point and the Board on an annual basis or whenever there emerges the necessity for an *ad hoc* review.

Basel, 12.03 2025

Judit Pechr
President

Nina McKee
Vice President



I have read and understood the policy and hereby agree to abide by it.

Name

Date

Place

Signature