

SAFEGUARDING POLICY

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INDONESIA

Our Commitment

YKPI is committed to creating a safe, respectful, and inclusive environment for everyone we work with including staff, partners, volunteers, beneficiaries, and community members.

We recognize that safeguarding is not optional. It is a shared responsibility. Every person representing YKPI has a duty to act with integrity, prevent harm, speak up about concerns, and uphold our standards of conduct in all activities and interactions.

We have zero tolerance for:

- Sexual exploitation, abuse, and harassment
- Violence against children
- Abuse of power
- Discrimination or retaliation

This safeguarding policies applies to all YKPI board members, staff, volunteers, consultants, partners, and representatives.

We take all complaints seriously. Every report will be handled confidentially, fairly, and without retaliation.

No one will face punishment or negative consequences for reporting concerns in good faith.

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Protection for **Children and Vulnerable Groups**

YKPI applies strengthened safeguards when working with children, young people, persons with disabilities, and communities facing heightened risks due to social, economic, gender-based, or structural vulnerabilities.

To ensure their safety and well-being, we implement specific measures regarding informed consent, the use of photography and images, digital communication, and safe supervision. Participation in any activity is voluntary, and clear information is provided in a way that can be understood. Where required, consent is obtained from parents or legal guardians.

Photographs, videos, and personal information are only collected with proper consent and are never used in ways that may exploit, misrepresent, or endanger individuals. Digital communication must follow strict safeguarding standards to prevent harassment, exploitation, or misuse of personal data. All activities involving children and vulnerable individuals follow clear supervision guidelines to minimize risk and prevent harm.

When concerns involve children or vulnerable groups, their safety, and well-being are our highest priority. Immediate protective measures may be taken where necessary in accordance with our safeguarding procedures and Indonesian law.

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What Safeguarding **Means at YKPI**

At YKPI, safeguarding means taking active steps to prevent harm, reduce risk, and respond appropriately when concerns arise.

Safeguarding includes preventing and responding to harm caused by:

- Sexual exploitation, abuse, or harassment
- Child abuse or neglect
- Emotional, physical, or psychological abuse
- Abuse of authority, trust, or position
- Misuse of personal data, images, or digital communication

We recognize that harm often arises from unequal power relationships. These imbalances can create situations where individuals may feel unsafe, pressured, or unable to give free and informed consent.

Safeguarding is not only about responding after incidents occur. It is about identifying risks early, implementing preventive measures, creating safe reporting channels, and building a culture of accountability and respect.

Every person representing YKPI shares responsibility for protecting the rights and well-being of others.

Prohibited **Conduct**

In addition to the above, the following conduct is strictly prohibited:

- Any form of sexual exploitation, abuse, or harassment
- Any exchange of money, employment, assistance, services, or other benefits for sexual favours
- Sexual relationships with children under 18 years old under any circumstances
- Sexual relationships with beneficiaries where there is an imbalance of power or dependency
- Any form of physical, emotional, or psychological abuse
- Retaliation against any person who reports a safeguarding concern in good faith
- Concealing or failing to report serious safeguarding concerns

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Duty to **Report**

- All board members, staff, volunteers, consultants, partners, and representatives have a duty to report any safeguarding concern, suspicion, or allegation in good faith.
- Failure to report serious concerns may constitute a violation of this policy.
- Anyone may report a concern, including survivors or victims, witnesses, family members, staff, partners, or community members.

What **You Can Report**

You can submit a complaint or raise a concern if it relates to:

- Sexual exploitation, abuse, or harassment
- Child protection concerns
- Any safeguarding violation
- Misconduct by YKPI staff, volunteers, consultants, or partners
- Ethical violations connected to YKPI programs or activities

If something feels unsafe, inappropriate, exploitative, or unethical, you are encouraged to speak up. Early reporting can help prevent harm and protect others.

All reports must be made in good faith and will be reviewed objectively and handled in accordance with YKPI's safeguarding and complaints procedures.

How to **Report a Concern**

Reports can be submitted confidentially through:

Email : **feedback_complaint@ykpindonesia.org**
WhatsApp : **+62 813 3488 0189**
Signal : **+62 813 3488 0189**

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Protection Confidentiality

YKPI is committed to protecting the privacy, safety, and wellbeing of everyone who raises a concern or is involved in a safeguarding case.

We are committed to:

- Protecting the confidentiality of information shared, and limiting access only to those who need to know in order to respond appropriately.
- Preventing retaliation or intimidation against anyone who reports concerns in good faith or participates in a review process.
- Ensuring that all concerns are handled fairly, objectively, and without bias.
- Respecting the human rights , and well-being of all parties involved.
- Applying a survivor-centred approach in cases of sexual violence, where safety, informed choice, and the needs of the survivor guide our response.

If a complaint involves sexual exploitation, abuse, or violence against a child, YKPI may, with the knowledge and consent of the victim or their legal guardian (where appropriate), refer the case to qualified professional service providers and/or relevant authorities, in accordance with Indonesian law and YKPI's internal safeguarding procedures.

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Safeguarding Governance Framework

YKPI maintains an integrated safeguarding structure to ensure prevention, response, and accountability. This includes:

- Safeguarding and Child Protection Focal Points
- Complaints Focal Point
- Complaints Handling Committee (CHC)
- Independent investigation mechanisms where required

These bodies operate in accordance with YKPI's Safeguarding Standard Operating Procedure, Prevention of Sexual Harassment Exploitation and Abuse (PSEAH) Standard Operating Procedure, Child Protection Policy, and Complaints Handling Procedures

Safe Recruitment and Screening

YKPI integrates safeguarding into recruitment and partnership processes

- Reference checks are conducted for roles involving contact with children or vulnerable groups.
- Individuals must sign and agree to comply with YKPI's safeguarding standards prior to engagement.
- Partners must demonstrate safeguarding capacity before entering formal cooperation agreements.

Data Protection and Record Management

All safeguarding records, including reports and investigation documents, are securely stored with restricted access.

Digital records must be password-protected. Physical files must be stored securely. Information is retained and managed in accordance with applicable law and internal procedures.

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Safeguarding Behaviour **Protocol (Do & Don't)**

All individuals representing YKPI are expected to maintain professional conduct that reflects the values and standards set out in this policy. This Behaviour Protocol complements the provisions on Zero Tolerance and Prohibited Conduct.

Expected Behaviour (Do)

YKPI personnel must:

- Maintain appropriate professional boundaries in all interactions.
- Ensure that activities involving children or vulnerable individuals are conducted in open and observable environments, and avoid being alone with a child or vulnerable person.
- Avoid situations that may create actual or perceived risk of harm.
- Obtain informed consent before taking photographs, videos, or collecting personal information.
- Use only official YKPI communication channels for all program-related communication to maintain transparency, ensure appropriate oversight, and protect the safety and privacy of those involved.
- Immediately report any safeguarding concern or suspected violation.
- Cooperate fully and honestly in safeguarding reviews or investigations.

Conduct That Creates Risk (Don't)

- Spending unnecessary time alone with a child or vulnerable person in isolated or closed settings.
- Developing personal relationships with beneficiaries outside professional boundaries.
- Providing personal gifts, money, or favours to individual beneficiaries.
- Sharing personal phone numbers or social media accounts for non-program purposes.
- Using language or behaviour that could reasonably be perceived as disrespectful, discriminatory, intimidating, or suggestive.

Failure to comply with this Behaviour Protocol may result in disciplinary measures in accordance with YKPI procedures.

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Safeguarding in Programs & Risk Assessment

Safeguarding is integrated into all stages of YKPI's work, including program design, implementation, monitoring, and evaluation.

Before implementing activities involving children or vulnerable groups, YKPI will:

- Conduct a context-appropriate safeguarding risk assessment.
- Identify potential risks related to supervision, access, travel, power dynamics, or data protection.
- Put in place reasonable mitigation measures to reduce identified risks.
- Ensure clear roles, responsibilities, and supervision arrangements.
- Provide accessible and confidential reporting mechanisms for participants.

Safeguarding risks must be reviewed periodically throughout the program lifecycle, and necessary adjustments must be made to ensure ongoing protection.

Programs must not proceed if significant safeguarding risks have not been considered and reasonably addressed.

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Safe Communication **& Media Use**

YKPI is committed to ensuring that communication, documentation, and media practices uphold safety, respect, and well-being.

All communication materials must:

- Portray children and vulnerable individuals respectfully.
- Avoid language or images that are exploitative, sensational, or demeaning.
- Protect personal identity and sensitive information.
- Avoid disclosing full names, exact home addresses, or identifiable location data without proper consent.
- Avoid publishing information that could expose individuals to risk.

Informed consent must be obtained prior to the use of photographs, videos, or personal stories. Individuals have the right to withdraw consent in accordance with YKPI procedures.

Digital files containing personal data must be stored securely and accessed only by authorized personnel.

Online communication with children must remain transparent, professional, and related strictly to program purposes.

Rights of **All Parties**

YKPI is committed to fairness, impartiality, and due process in handling every concern. This means concerns are addressed through clear and consistent procedures, without rushing to conclusions, and with careful review of relevant information so that everyone involved has a fair opportunity to be heard before decisions are made.

We uphold fairness for everyone involved:

- The complainant has the right to be heard, treated with respect, and protected from retaliation.
- The reported person has the right to be informed of the concern and given an opportunity to respond.
- All cases are reviewed objectively and decisions are based on facts, evidence, and applicable procedures.
- Confidentiality is maintained to protect the integrity of the process and the safety of those involved.
- Retaliation, intimidation, or interference with the process is strictly prohibited.

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Zero Tolerance **Policy**

YKPI maintains zero tolerance for:

- Sexual exploitation, abuse, and harassment
- Violence against children
- Abuse of power, authority, or position of trust
- Retaliation against whistleblowers or individuals who report concerns in good faith

Violations of this policy may result in disciplinary measures, termination of employment, contract, or partnership, and/or referral to law enforcement authorities in accordance with applicable laws and procedures.

Our **Core Principles**

YKPI's safeguarding approach is grounded in clear and practical principles that guide how we prevent and respond to harm.

- We place survivors at the centre of our response, ensuring that their safety, dignity, and rights come first.
- We apply the principle of Do No Harm, taking care that our actions do not cause further distress or risk.
- We uphold non-discrimination, meaning everyone is entitled to equal protection and fair treatment, regardless of background or identity.
- We maintain confidentiality, sharing information only on a strict need-to-know basis to protect those involved.
- We ensure accountability through clear procedures and appropriate consequences when standards are violated.

Relationship to **Other Policies**

This Safeguarding Policy operates together with YKPI's:

- Prevention of Sexual Exploitation, Abuse, and Harassment (PSEAH) Standard Operating Procedure
- Child Protection Policy
- Complaints Handling Procedure

Where provisions overlap, the standard that provides the highest level of protection to the victim, survivor, or child shall apply.

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Our Continuing Commitment

- Safeguarding is an ongoing responsibility that requires continuous learning and improvement.
- YKPI is committed to regularly reviewing and strengthening our safeguarding practices. We welcome feedback and remain open to learning from the communities we serve and our partners.
- Safeguarding is not only about responding to incidents, but about building a culture of respect, equality, non-violence, ethical leadership, and shared responsibility.
- Everyone connected to YKPI plays a role in ensuring our work is carried out with care, integrity, and respect for the well-being of all.

This Safeguarding Policy is overseen by YKPI's Board and Executive Leadership and is reviewed regularly to ensure it remains effective and relevant.