

Equity and Meaningful Inclusion Policy Manual

Version 1.0



ASSAM
DON BOSCO
UNIVERSITY



**ASSAM DON BOSCO UNIVERSITY
GUWAHATI**

**Equity and Meaningful Inclusion
Policy Manual
Ver. 1.0**

Assam Don Bosco University believes that our people remain at the heart of everything we do and the concept of community is fundamental to Don Bosco's system of education; the campus community embraces staff, faculty and students, as well as alumni, parents, benefactors, and visitors. We are committed to providing an education that cultivates a spirit of creativity and initiative and equips tomorrow's leaders and innovators; engaging community; maintaining diversity and inclusion among our students and staff; and providing equitable access to education.

*This Policy Manual on "Equity and Meaningful Inclusion" in our University campuses is both an expression of the educational philosophy of **Don Bosco**; and the commitment of the University to fostering an equitable and meaningfully inclusive campus for all members of the University fraternity. We recognize that safeguarding the wellbeing of children and vulnerable young adults on campus is both an individual and organizational responsibility that extends to all spheres of our work. Through our work, we need to ensure that all those who come into contact with children and vulnerable young adults are aware of the need to safeguard them and keep our campuses safe learning environments.*

Assam Don Bosco University reserves the right to add, delete, or modify the policies and procedures in this manual, as it deems appropriate. Students, Faculty and Staff can make proposals for changes in this policy document to the attention of the Human Resources Director. Any change in the policies and procedures, however, must be approved, in writing, by the Governing Body and promulgated by the Competent Authority.

Students, Faculty and Staff can raise concerns and make reports of discrimination without fear of reprisal or retaliation to the Safeguarding Officer. They can may also bring questions, concerns or complaints about discrimination to the attention of their respective Mentors and Designated Supervisors. A copy of the Equity and Meaningful Inclusion Policy Manual will be made available to the entire University fraternity

The University fraternity will be notified of revisions as policies or procedures change. Notices will be distributed through the campus mail system (including email) and posted on bulletin boards.

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INTRODUCTION AND DEFINITIONS

1.1 INTRODUCTION

- 1.1.1 This document is the Equity and Meaningful Inclusion Policy for Assam Don Bosco University which will be adhered to by all members of the University's fraternity.
- 1.1.2 Assam Don Bosco University's Equity and Meaningful Inclusion Policy is a statement of intent that outlines the University's commitment to foster safe and inclusive learning environments in its campuses and safeguard children and vulnerable young adults from harm.
- 1.1.3 Those persons in a position of responsibility within the University will work in accordance with interests of children and vulnerable adults in our campuses.
- 1.1.4 Directors, Heads of Departments and Designated Supervisors are responsible for ensuring that faculty and staff members are confident and competent in carrying out their responsibilities for safeguarding and promoting the welfare of children and vulnerable young adults in our University campuses.
- 1.1.5 The purpose of this policy is to ensure that the actions of every faculty or staff member in the context of the work carried out by the University are transparent, safeguard and promote the welfare of all young people.

1.2 PRINCIPLES

The University recognizes the mandate of the Constitution of India – *“The State shall not discriminate against any citizen on the grounds only of*

religion, race, caste, sex, place of birth or any of them". To this effect, the University has issued the policy of "Equity and Meaningful Inclusion".

This policy and procedures are based on the following principles:

- 1.2.1 The University recognizes that within its diverse student population there may be members who become vulnerable at any given time.
- 1.2.2 The University and its staff have a collective and individual duty of care to support and safeguard the welfare of vulnerable students.
- 1.2.3 The welfare of young people and vulnerable adults is of primary concern.
- 1.2.4 All young people and vulnerable adults irrespective of their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to safeguard from abuse.
- 1.2.5 The highest judicial authority of the country, Supreme Court has directed that in any case of sexual assault and harassment, the victim's name should not be published in the public domain.
- 1.2.6 Keeping in view the directive of the Supreme Court, the University will respect confidentiality and the privacy of its students. The University can share general information about University policies and procedures with a concerned person but cannot share any information specific to the individual student, unless the student has given their consent for this. The University may pass requests on to students to contact concerned family members/ guardian of the student, ask the student for their consent to share information, carry out safeguarding checks or contact the student to offer support.
- 1.2.7 Where concerns are deemed to be sufficiently great that the situation is critical or an emergency, the Safeguarding Officer in consultation with University authorities with may decide to share information with the emergency contact of the student concerned.

- 1.2.8 It is the responsibility of every member of the University to report any concern about abuse to the Designated Safeguarding Officer, and the responsibility of the Disciplinary Committee to conduct, where appropriate a joint investigation.
- 1.2.9 The best interests of the child or vulnerable adult should never be forgotten when responding to safeguarding concerns. Confidential information will be shared only when necessary and only with those who need to have it.
- 1.2.10 All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.
- 1.2.11 Although privacy of reporters and other involved parties will be protected as much as possible, confidentiality cannot be guaranteed. There may be circumstances where as part of due process a reporter's identity, where known by the University, may need to be shared with the student.
- 1.2.12 Good safeguarding practice takes account of the wellbeing of all of those involved. Students, faculty or staff who are affected by safeguarding concerns will be offered support from within the University or recommended for professional support externally.
- 1.2.13 All faculty and staff and students whose roles and responsibilities include regular contact with students and potentially vulnerable individuals will receive training and guidance appropriate to their respective roles.
- 1.2.14 All faculty, staff and students will be made aware of this policy and procedure and related guidance.
- 1.2.15 The University has zero tolerance for misconduct and abuse with respect to its policy of "Equity and Meaningful Inclusion".

1.3 APPLICABILITY

- 1.3.1 It shall come into force from the date of its adoption by virtue of a resolution passed by the Governing Body of Assam Don Bosco

University and will be applicable to all students and employees including faculty and staff appointed on honoraria, or on a part time basis, or on contract at Assam Don Bosco University.

1.4 INTERPRETATION

1.4.1 In case of contradictory interpretations, the Governing Body of Assam Don Bosco University shall give the authoritative interpretation, and its decision shall be final.

1.5 DELEGATION

1.5.1 Powers may be exercised or delegated under this manual after approval by the Governing Body. The powers already delegated by the Governing Body to the different functionaries shall be deemed to have been delegated also under this manual.

1.6 DEFINITIONS

In this Employee Service Manual, unless the context otherwise requires:

- 1.6.1 “Society” means the Don Bosco Society, Azara.
- 1.6.2 “University” or “Don Bosco University” means Assam Don Bosco University sponsored by the Society.
- 1.6.3 “Governing Body” means the Governing Body of Assam Don Bosco University.
- 1.6.4 “Board of Management” means the Board of Management of Assam Don Bosco University.
- 1.6.5 “Child” is considered to be under 18 years of age
- 1.6.6 “Vulnerable young adult” for the purposes of this policy is a young person aged between 18-25 years who needs care and support. They may be at additional risk or in need of support due to mental health problems, learning disability, physical disability or other reasons which put them at increased risk of harm or abuse. They may not be in a position to protect themselves from abuse or neglect because of their care and support needs.

- 1.6.7 “Equity” means fairness of treatment and we work to address and correct the imbalances which may arise in any process or functioning of the University.
- 1.6.8 “Meaningful Inclusion” means we understand, identify and address barriers to full participation in the campus community.
- 1.6.9 “Safeguarding” relates to actions taken to promote the wellbeing of children and vulnerable adults and protect them from harm. Safeguarding is everyone’s responsibility and applies if a child or vulnerable adult is experiencing or at risk of abuse and neglect. A safeguarding concern could arise if any individual or University process presents a risk to a child or a vulnerable young adult in the campuses of the University.
- 1.6.10 “Care and support needs” is the personalized service needs and support required due to mental or physical illness, physical or intellectual disability or frailty.
- 1.6.11 Abuse or neglect could include:
- i. Physical: causing non-accidental, actual or attempted injury or trauma inflicted intentionally or knowingly not prevented.
 - ii. Sexual: any sexual act towards a child or adult that an adult did not consent to or could not understand. This includes non-contact sexual abuse such as exposing to pornography, persuasion with harmful intent of exploitation and flashing.
 - iii. Psychological or emotional: imply threats, intimidation, undermining, insulting, harassment, bullying and denying opportunity.
 - iv. Financial: theft, borrowing money and not repaying it, obtaining money by deception, misappropriating benefits.
 - v. Discriminatory: all forms of harassment and unequal treatment based on age, disability, gender, race, religion and belief.
 - vi. Vandalism: destruction of campus property or surroundings which puts the person or others at risk.
 - vii. Peer to peer abuse: bullying or coercing someone vulnerable against will.

- viii. Neglect: ignoring/ not identifying physical, emotional, care and support needs of a child or vulnerable adult to the extent that impairment of the child’s or vulnerable adult’s physical health and development is likely.
- ix. Exploitation: the physical, mental or emotional abuse or neglect of a child or vulnerable adult for benefit.

1.6.12 “Safeguarding Committee” is a Committee set up by the Board of Management for a term of one year and is chaired by the Safeguarding Officer to ensure the policy of Equity and Meaningful Inclusion is implemented in spirit and deed in the campuses of the University for a safe, learning environment.

1.6.13 “Student” means all students enrolled in regular study programmes in campus including interns and research scholars of the University who are present on campus sites engaged in academic work or University activity.

1.6.14 “Employees” mean all persons working as teaching and non-teaching paid staff at Assam Don Bosco University and its Schools, and who are in the full-time and contractual including part-time employment of the University and its Schools.

1.6.15 “Employer” means Assam Don Bosco University.

1.6.16 “School” means an Institution established by the University and directly governed, maintained and administered by the University.

1.6.17 “Designated Supervisor” in case of faculty means the Director of the School.

1.6.18 “Designated Supervisor” in case of non-teaching staff means the “Immediate Supervisor”.

1.6.19 “Competent Authority” means:

- i. The Vice Chancellor: for all employees and students of the University.
- ii. The Rector: for all employees and students of a School.
- iii. Director: for all teaching faculty and students of a School.

1.6.20 “Disciplinary Authority” means:

- i. The Vice Chancellor: for all employees and students of the University.
- ii. The Disciplinary Authority may be delegated by the Vice Chancellor to:
 - a) The Rector: for all employees and students of a School;
 - b) Director of School for all students of the said School;
 - c) Administrator for all non-teaching staff of a School.

1.7 OBJECTIVES

- 1.7.1 Create awareness and understanding among students, faculty and staff across the University to foster vibrant, participative campus communities;
- 1.7.2 Inculcate a culture of inclusion across University campuses where every member of our campus community has full confidence that they are accepted, valued and offered mutual respect;
- 1.7.3 Confidential support and advocacy for individuals with questions, concerns or complaints about discrimination and harassment;
- 1.7.4 Support faculty in utilizing inclusive learning and teaching tools and strategies;
- 1.7.5 Ensure that all members of the campus community including students who graduate are equipped to thrive and lead within the complex realities of the twenty first century and beyond.

CODE OF CONDUCT

2.1 INTRODUCTION

2.1.1 The standard of conduct is a key element of the University’s “Equity and Meaningful Inclusion” policy and the guidelines are to be interpreted in the spirit of common sense with the best interest of children and vulnerable young adults as the primary consideration. Any breach of the Code of Conduct could result in disciplinary action.

2.2 NORMS

2.2.1 In interaction with children and vulnerable young adults:

a) Ensure to:

- i. Consistently display high standards of personal behaviour;
- ii. Always be publicly open when working with vulnerable adults;
- iii. Be aware of the balance of authority between adult and child or vulnerable young adult; to take care not to unconsciously take advantage of the authority of supervising the child or vulnerable young adult;
- iv. Manage expectations appropriately;
- v. Treat all children and vulnerable young adults equally without discrimination on the basis of age, gender, disability, faith, gender;
- vi. Place the well-being and safety of the child or vulnerable adult first;
- vii. Give the opportunity to child or vulnerable young adult to talk at their own pace;

- viii. Explain the norms of what is entailed in any University activity clearly and respect the choice of whether they would like to participate in the activity or withdraw from the activity at any time;
- ix. Always promote the positive aspects of an activity and never condone cheating, rule violations or the use of foul and abusive language and/or behaviour towards a young person or another adult;
- x. Never act or use language which could in any way shame, humiliate or degrade a child or vulnerable young adult.

b) Avoid:

- i. Situations where you and the child or vulnerable are alone. If such situations are unavoidable they should only take place with the full knowledge of a member of the Safeguarding Committee;
- ii. Partiality or demonstrating favoritism to any particular individual;
- iii. Acting in a way that is, or could be interpreted as inappropriate;
- iv. Doing things of a personal nature that a vulnerable young adult can do for themselves. There is also a need in these instances to be responsive to the vulnerable adult's requirements and therefore talk to them and give them choices as possible;
- v. Sharing information on social media platforms. Remember that you are personally responsible for the content that you share. Always think twice about what you might share and what implications this will have for the child or vulnerable young adult.

c) Always Consider:

- i. The difference between your opinion and what could be characterized as potentially defamatory statements that can be proven true or false. Generally, defamation is a false statement

presented as fact that is harmful to a person's reputation, whereas your opinion could be based on an observable pattern of incidents;

- ii. The reporting or portrayal of any allegation or incident must not be sensationalized in any way.

2.3 CONFIDENTIALITY

2.3.1 The University respects the individual's right to privacy and, to the extent possible, preserves confidentiality of employee data and employment information.

2.4 LIMITATIONS

2.4.1 This Policy Manual does not cover every situation that may arise; however it establishes principles to be followed by all faculty, staff and students. The Code is designed to give a broad and clear understanding of the conduct expected by Assam Don Bosco University staff for "Equity and Meaningful Inclusion".

ROLES AND RESPONSIBILITIES

3.1 INCLUSIVITY AND SAFEGUARDING COMMITTEE

3.1.1 The Institute authority or the governing body will be responsible and accountable for the formation and proper functioning of the committee.

3.1.2 The Inclusivity and Safeguarding Committee will be constituted of 4 or more members to be nominated from the faculty, staff and governing body members of the institute and two third party members, person from civil society group or a person who is familiar with the issues of vulnerable adult, discrimination and sexual harassment.

3.1.3 In addition two students representatives selected among themselves will also be part of the Inclusivity and Safeguarding Committee.

3.1.4 The composition of the Inclusivity and Safeguarding Committee will be such that at least half of the total members will be women.

3.1.5 The Inclusivity and Safeguarding committee will be formed for one year term.

3.1.6 The responsibilities of the Inclusivity and Safeguarding Committee are:

- i. To create a work and study environment promoting equity, non-discrimination and gender justice and that is free of sexual harassment of children and vulnerable adults.
- ii. Design and deliver an awareness programme on Equity and Meaningful Inclusion at least once in an academic year in all the campuses of the University. This could also include a street play performance in student assembly meetings.
- iii. Develop and implement a strategy to increase access and support to traditionally underrepresented staff and faculty.
- iv. Take action if they observe unacceptable conduct that could constitute discrimination, sexual harassment or breach of code of conduct.
- v. Promote this policy within their sphere of influence and to ensure that all persons have access to the policy and its requirements.

- vi. Ensure that students, faculty and staff are aware of Assam Don Bosco University's commitment to assist them should they experience sexual harassment or discrimination and encourage them to bring such matters to the notice of the Inclusivity and Safeguarding Committee.
- vii. Receive complaints, investigate and recommend appropriate steps and penalty to the University Authority who will be giving the final resolution in a timely, confidential and fair manner. The first attempt would be to resolve any complaint of discrimination or sexual harassment at the local level, whenever possible.
- viii. Conduct a meeting of the Equity and Meaningful Inclusion committee at least twice in a semester to plan initiatives and review developments.
- ix. Review the policy on Equity and Meaningful Inclusion every twelve months; conduct risk assessment and recommend updates to the policy, as necessary.
- x. Conduct an annual review of Equity and Meaningful Inclusion issues and submit an annual report to the Governing Body of the University.

3.2 INCLUSIVITY AND SAFEGUARDING OFFICER

- 3.2.1 The Inclusivity and Safeguarding Officer is nominated from among the faculty and staff of the University for a term of one academic year to:
- i. Promote awareness and implementation of the policy throughout the campuses of the University;
 - ii. Ensure relevant training is provided towards Equity and Meaningful Inclusion in partnership with Human Resources Director , ensuring that a formal record is kept of those who participate in such training;
 - iii. Monitor implementation of the policy and report on developments at Inclusivity and Safeguarding Committee meetings, faculty and staff meetings and student assembly;
 - iv. Maintain knowledge of best practice and statutory requirements;
 - v. Act as a source of support and information for all faculty, staff and students on safeguarding issues.

- vi. To ensure that the Inclusivity and Safeguarding Coordinators are well versed with this policy and any subsequent changes and its implications
- vii. Provide stewardship in creating equity and inclusion and monitor safeguarding conduct in the University's campuses

3.3 INCLUSIVITY AND SAFEGUARDING COORDINATOR

- 3.3.1 Each campus of the University nominates an Inclusivity and Safeguarding Coordinator from among faculty or staff of the respective campus for a term of one academic year to:
 - i. To maintain awareness and openness with regard to the protection of children and vulnerable young adults in the campuses of the University;
 - ii. Engage with students, staff and faculty of the campus to better understand their needs for Equity and Meaningful Inclusion, identify gaps in existing policy or services provided and propose suggestions or remediation to address these gaps to the Inclusivity and Safeguarding Officer;
 - iii. Inform the Inclusivity and Safeguarding Officer immediately on breach of code of conduct and make a full report of any allegations or suspicion to this effect for submission to the Inclusivity and Safeguarding Officer;
 - iv. Initiate action as advised by the Inclusivity and Safeguarding Officer, when necessary ensuring the appropriate University authorities have been contacted;
 - v. Keep the Inclusivity and Safeguarding Officer up to date with any subsequent developments in campus.

REPORTING AND PROCESSING PROTOCOL

4.1 REPORTING OF SAFEGUARDING CONCERN

- 4.1.1 If a student, faculty or staff member believes that someone is at immediate risk of significant harm they should inform the Safeguarding Coordinator of the Campus at the earliest opportunity.
- 4.1.2 Non-urgent safeguarding concerns should be reported to the Safeguarding Coordinator by requesting a time to discuss the concerns in more detail.
- 4.1.3 Concerns raised will be assessed by Safeguarding Coordinator in consultation with the Inclusivity and Safeguarding Officer to form a view on whether there is sufficient information to suggest that an incident has occurred or is at risk of occurring.
- 4.1.4 If there appears to be safeguarding risks then the information will be shared with the Inclusivity and Safeguarding Committee for further assessment.
- 4.1.5 The protocol as part of its procedures should inform the Human Resources Director so any parallel consultation or action required can be taken by the University as appropriate.
- 4.1.6 Following due process, the Safeguarding Committee may be required to report faculty or staff or students who are considered to pose a safeguarding risk to the Disciplinary Authority of the University.
- 4.1.7 The University reserves the right to take action under its disciplinary procedures should it later receive information that suggests that faculty or staff members' or students' conduct present safeguarding concerns.

- 4.1.8 Support from internal or external services will be provided as appropriate for staff or students impacted by safeguarding issues.

4.2 REPORTING OF ALLEGED BREACH OF SAFEGUARDING CAUSED

- 4.2.1 If you observe or receive reports that a member of the University community is behaving in a way which has breached the Safeguarding Code of Conduct, report immediately to the campus's designated Safeguarding Coordinator.
- 4.2.2 The University retains the responsibility to promote effective handling of child and vulnerable young adult protection issues and as such the matter should also be reported to the highest Disciplinary Authority of the University.
- 4.2.3 Suspected harm caused by the person must be investigated by the Inclusivity and Safeguarding Committee in the context of the reported incident.
- 4.2.4 A written and verbal report using the Safeguarding Incident Report (Annexure 1) will be required to be submitted to the Designated Safeguarding Officer.
- 4.2.5 If the incident is considered to be a serious breach of safeguarding code of conduct, the student or in case of member of faculty or staff, the concerned person will be suspended on full pay pending an investigation. It will be clearly explained that this is not a presumption of guilt but a measure to protect the concerned individual and all others involved so that investigation is done in a fair manner.
- 4.2.6 It is imperative that investigations are conducted within a time frame fixed by the Inclusivity and Safe Guarding Officer.
- 4.2.7 If it comes to the fore, that acts were committed which have seriously breached the Inclusivity or Safeguarding code of conduct,

these will be construed as “*Major Misconduct*” and the University will take immediate disciplinary action

- 4.2.8 When investigating concerns or complaints, the process should always be fair and, where complaints are upheld, the individual will have the right to appeal this decision. In such instances, the individual must write to the Inclusivity and Safeguarding Officer within 7 days of receiving written confirmation of the complaint outcome, explaining their grounds for appeal. The Inclusivity and Safeguarding Officer in consultation with the Disciplinary Authority and Inclusivity and Safeguarding Committee of the University will consider the appeal which will include re-examining the evidence and reports and may include talking directly to staff and others involved. The Disciplinary Authority of the University will come to a final decision which will be confirmed in writing within 2 weeks of receiving the appeal. The decision from the appeals process is final.
- 4.2.9 Acts of a criminal nature will be referred to the police and may result in a criminal investigation and conviction.
- 4.2.10 Details of follow up actions and final outcomes must be monitored by the Inclusivity and Safeguarding Officer in partnership with Human Resources Director to ensure an appropriate conclusion.

4.3 PROTOCOL FOR INTERACTION – PERSON REPORTING

- 4.3.1 If it is a child or vulnerable young adult who reports a concern to you, you should:
 - i. Reassure the child or vulnerable young adult that they were right to report the behaviour;
 - ii. Explain that you must share the information to protect their safety and that of other children or vulnerable young adults but that you will take into account how they wish the information to be shared;

- iii. Ask them if they would feel comfortable talking to Designated Campus Safeguarding Coordinator;
- iv. If the child or vulnerable young adult does not feel comfortable sharing the information with the Designated Campus Safeguarding Coordinator, then you need to explore who they trust to share this information with and give this full consideration;
- v. If the report is made to anyone other than the Designated Campus Safeguarding Coordinator, then you must ensure that the report is also shared immediately with the Designated Campus Safeguarding Coordinator.

4.3.2 If the child or vulnerable young adult is unable to identify any individual of trust to whom they are willing to talk to directly, you must follow these steps:

- i. Listen carefully and calmly to them. Ask open questions and be careful to not influence what they are saying by asking leading questions;
- ii. Clarify your understanding throughout so that you will be able to later report the incident correctly. Accuracy is paramount in this stage of the procedure so, if necessary, repeat back to the child what you think they have said, to verify accuracy. However, try not to repeat the same questions to the child or vulnerable young adult, as this gives them the impression that they did not give correct information the first time and that they are not fully believed;
- iii. Let the child or vulnerable young adult know what you are going to do next and that you will let them know what happens;
- iv. Do not permit personal doubt to prevent you from reporting the allegation;
- v. Provide a written and verbal report using the Safeguarding Incident Report (Annexure 1) to the Designated Campus Safeguarding Coordinator or Safeguarding Officer and agree the immediate steps to be taken to ensure the safety and well-being of the child.

4.4 ANONYMOUS ALLEGATIONS

- 4.4.1 Anonymous allegations are very difficult to act upon as there may be little or no corroborating evidence.
- 4.4.2 The University does not encourage anonymous reporting and will not investigate anonymous allegations.
- 4.4.3 However, where the concerns raised are of a serious nature, the University will try to respond to the person making the allegation to encourage them to come forward providing reassurance about the confidentiality measures that will be in place whilst investigating the matter.
- 4.4.4 If the person fails to come forward, the University will undertake initial enquires to ascertain the seriousness and veracity of the allegations.
- 4.4.5 Based on the information gathered, the Safeguarding Officer in collaboration with the Safeguarding Committee will decide what further action should be taken.

4.5 REPORTING WITH INTENT TO MALICE

- 4.5.1 The University is committed to providing a safe teaching-learning, ethical, values centered campus culture that promotes integrity and holistic development of minds and character
- 4.5.2 Reporting of any breach of the Code of Conduct will be considered seriously by the University with subsequent investigation of the reporting in adherence with the procedure
- 4.5.3 As a result of the investigation, if it comes to light that the report has been fabricated or instigated with an intent to malice, the matter will be considered as serious misconduct subject to disciplinary action in adherence with University norms

RISK ASSESSMENT

The monitoring of the Equity and Meaningful Inclusion policy will be coordinated by the Safeguarding Officer of the University with the support of the Designated Campus Safeguarding Coordinators and Safeguarding Committee guided by the risk assessment framework below:

Aspects	Objectives	Indicator	Responsibility	Source of Evidence
Overall	Awareness of policy	Every member of the University community has a copy of the policy	<ul style="list-style-type: none"> Designated Campus Safeguarding Coordinators Safeguarding Officer 	<ul style="list-style-type: none"> Observation Signature of receipt of copy of policy
	Policy reviewed every year	<ul style="list-style-type: none"> Record of review process Consultation with students. Faculty and staff 	Safeguarding Committee	<ul style="list-style-type: none"> Faculty & Staff meetings Meetings with Student representatives
Recruitment	Reference check has been conducted before post is offered	Document on file	Human Resources	Personnel file

Recruitment	Relevant job description has specific reference to Code of University Conduct	Job Description	Human Resources	Review Job Description
	Familiarize new recruits with University policy	Induction Programme	Human Resources	Review Induction Programme
Education & Training	Faculty, staff, students receive training	Faculty, staff, students are clear on Equity & Meaningful Inclusion	<ul style="list-style-type: none"> • Designated Campus Safeguarding Coordinators • Safeguarding Officer • Safeguarding Committee 	Faculty, staff, students are acting in accordance with code of conduct guidelines
Management Structure	<ul style="list-style-type: none"> • Designated Campus Safe-Guarding Co-Ordinator • Safe- 	Faculty, staff, students know who are the Designated Campus Safe-guarding Coordinators and Safe-	<ul style="list-style-type: none"> • Designated Campus Safeguarding Coordinators • Safeguarding Officer • Safeguarding 	Feedback from Faculty, staff, students

	guarding Officer	guarding Officer	Committee	
Reporting and Processing	All reporting and processing of information are clearly documented	Relevant documentation	<ul style="list-style-type: none"> • Designated Campus Safeguarding Coordinators • Safeguarding Officer • Safeguarding Committee 	Review of documentation
Ramification of misconduct	University has clear disciplinary procedures	Disciplinary guidelines	Disciplinary Authority	Employee Service Manual Equity and Meaningful Inclusion Policy Manual
	Investigation notes are prompt and follow standardized procedures	Investigation notes are recorded	<ul style="list-style-type: none"> • Safeguarding Officer • Safeguarding Committee • Human Resources 	Review investigation notes
	Disciplinary action is documented	Disciplinary documentation	<ul style="list-style-type: none"> • Disciplinary Authority • Safeguarding Officer • Human Resources 	Review of Human Resources documentation

ANNEXURE 1

SAFEGUARDING INCIDENT REPORT

If you have knowledge that a child or vulnerable young adult might be at risk of harm, please complete this form to the best of your knowledge. Please note that your concerns must be reported directly to the Designated Campus Safeguarding Coordinator or Safeguarding Officer of the University. Depending on the urgency, you may wish to complete the report after communicating with the Designated Campus Safeguarding Coordinator or Safeguarding Officer of the University.

*For confidentiality reasons, the report should be written and signed solely by you. It should be sent **only** to the Designated Campus Safeguarding Coordinator or Safeguarding Officer of the University. The report will be treated in the strictest confidence.*

1. Your details:

Name:	Designation:
Contact Number:	Email:
Department/School:	

2. Details of child or vulnerable young adult:

Name:	Class/Semester:
Age:	Gender:
Department/School:	

3. Was the abuse:

Observed by you Suspected Disclosed by someone else

4. If the concern was shared by someone else, please state who and their connection with the child or vulnerable young adult

.....

5. Date of the alleged incident

6. Time of the alleged incident.....

7. Location of the alleged incident.....

8. Name of alleged perpetrator.....

9. Nature of the allegation.....

10. Your personal observation (*make a clear distinction between what is fact and what is opinion or "grapevine"/hearsay*)

11. Exactly what the child or vulnerable young adult or other source told you (*Do not lead the child/vulnerable young adult – Record actual details*)

12. Any other information not previously covered

13. Were there any other people or children or vulnerable young adults involved in the alleged incident?

.....

14. Action taken by you

Signed.....

Date.....

ACCEPTANCE

“...fostering a culture of Equity and Meaningful Inclusion for every member of the University to be able to contribute a full part in the life of the University Community and support its distinctive vision and ethos ”

I have read the contents of the Equity and Meaningful Inclusion Policy Manual and understood the same and undertake to abide by them.

I hereby confirm my acceptance of the terms and conditions of contained therein.

Competent Authority
(Name & Signature)
(for Assam Don Bosco University)

Student/Faculty/Staff
(Name & Signature)

CUT HERE



CUT HERE

