

Training Course on Safe Guarding

Date	: 29-31 May, 2022
Day	: Sunday, Monday and Tuesday
Duration	: A total 7 Hours and 30 Minutes in 3 days
Number of Class/Sessions	: 6 Sessions (Per day 2 Hours sessions and 30 Minutes break)
Class Schedule	: From 9.30am to 12:30pm (30 minutes will be break after 1 Hour session)
Venue	: Virtual Platform/ Online (Zoom)
Program Cost	: Taka=3000.00
Deadline for Registration	: 18 May, 2022

Course Overview:

The Safe Guarding training is a very significant skill for development worker/ individuals and Projects staffs who are involved in development activities in field. The Safe Guarding Knowledge will help to recognize the personal dignity and rights of all people we work, especially vulnerable groups regardless of gender, race, culture and disability. It will develop particular concern to ensure children, young people and vulnerable adults are safeguarded. After receiving the course participants can do explore their power dynamics inherent in working with children and vulnerable adults and the potential for abuse and exploitation by staff of people we are in contact with. Therefore, the training knowledge and skill help to prevent and reduce harm to children and vulnerable adults when they are in contact with staff, consultants, expatriates, visitors, volunteers and partners.

Course Objectives:

After receiving the Safe Guarding training, participants will be able to develop Safe Guarding Policy/ Guideline in their own organization effectively and efficiently.

Course Contents/ Point of Discussion

The course specially designed with suitable contents for virtual/online training. It's given importance that how participant will be able to understand safe guarding issues in their own organizations and to develop their safe guarding monitoring process for making the working environment safe by receiving virtual/ online training in short duration. Considering the virtual situation significant contents are stated below:

1. Understand the Safe Guarding concept
2. Definition of Safe Guarding and Protection, Child Protection, PSEA (Protection from Sexual Exploitation and Abuse, Vulnerability and Vulnerable Adults and Girls and Women and Abuse
3. Type of abuse and it character (Physical abuse, Emotional abuse, Sexual abuse, Sexual exploitation, Neglect and Sexual Harassment)
4. Safe Guarding Principals-
 - Protecting Children and Vulnerable Adults

- Accountability and Personal Responsibilities
 - Confidentiality
 - Code of Conduct for staff and Responsibilities
5. Management and Governance of Complaint
- Complaints Submission
 - Registration/Recording
 - Acknowledgement
 - Enquiry and Actions
6. Documentation of Complaints Response
- i) Date the complaint was received
 - ii) Name of the staff member registering complaint
 - iii) Complaint's name and contact details
 - iv) How the complaint was received
 - v) Nature of the complaint
 - vi) Delegated person responsible for investigation
 - vii) Steps taken to handle the complaints
 - viii) Outcome of the complaints
 - ix) Follow up with the complaint

Course Methodologies:

The all methodologies are taken in light of Virtual/ Online platform situation. It's given importance that how participants will be able to receive training learning through online effectively. For the constructive learning of participants the methodologies are selected-

1. Interactive discussion
2. PowerPoint Presentation
3. Brain Storming
4. Question and Answer
5. Personal Exercise and
6. Video show

Who can attend?

Especially the Virtual/ Online **Safe Guarding** training course has designed for senior and mid-level staff of Non-Government Organizations (NGO), Institutions and other personnel of Development Sectors. It is also open for all whose have keen interest to promote their safe guarding knowledge in their working organizations. Anyone and from any place of Bangladesh can participate in this Virtual/ Online training course if internet and WiFi is available there.

Course Schedule:

Date and Day	Time	Point of Discussion
First Day: 29 May 2022 Sunday	09.30am -10.00am	Checking Connection, Introduction and Norms Sharing
	10.00am -11.00am	Understand the Safe Guarding concept Definition of Safe Guarding and Protection, Child Protection, PSEA (Protection from Sexual Exploitation and Abuse, Vulnerability and Vulnerable Adults and Girls and Women and Abuse Types of report and basic elements of the report
	11.00am -11.30am	30 Minutes Break
	11.30am-12.30pm	Type of abuse and its character (Physical abuse, Emotional abuse, Sexual abuse, Sexual exploitation, Neglect and Sexual Harassment)
Second day: 30 May, 2022 Monday	09.30am -10.00am	Checking Connection and Review the previous day learning
	10.00am -11.00am	Safe Guarding Principals- <ul style="list-style-type: none"> Protecting Children and Vulnerable Adults Accountability and Personal Responsibilities Confidentiality Code of Conduct for staff and Responsibilities
	11.00am -11.30am	30 Minutes Break
	11.30am-12.30pm	Management and Governance of Complaint <ul style="list-style-type: none"> Complaints Submission Registration/Recording Acknowledgement Enquiry and Actions
Third day: 31 May, 2022	09.30am -10.00am	Checking Connection and Review the previous day learning
	10.00am -11.00am	Documentation of Complaints Response <ul style="list-style-type: none"> Date the complaint was received Name of the staff member registering complaint

		<ul style="list-style-type: none"> • Complaint's name and contact details • How the complaint was received • Nature of the complaint • Delegated person responsible for investigation • Steps taken to handle the complaints • Outcome of the complaints • Follow up with the complaint
	11.00am -11.30am	30 Minutes Break
	11.30am-12.00pm	Participants evaluation and Closing

How to Apply:

1. Click the below link: <http://www.caritascdi.org> OR
2. Please fill up the Registration Form that given by mail with letter.

Attention:

1. The Virtual/ Online training course will be facilitated by Zoom Link. Please ensure Zoom Apps in your Computer and Mobile. It's free to install from Google Play Store.
2. The entry ID and password in Zoom will be provided one day before commencing of training course and participants will get opportunity to practice with facilitator to proper handling it in their computer or Android mobile phone.
3. Camera and headphone connection with laptop computer or android mobile phone is essential requirements to all participants to attend in course.
4. Ensure the WiFi connection with your computer and or MB data for Android Mobile phone.
5. Feel free to contact over phone @ 01730055258, if needed
6. The Course Fee is Tk. = 3000.00 and Tk = 60.00 Bikash Charge (Total = Tk. 3060.00). Please send your money to **01713384005**.



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Samiron Orpa Kuzur is a Senior Faculty Member of Caritas Development Institute. She is working at Caritas Development Institute since 2004. She obtained her B.A Honors and M.A degree in History from University Of Rajshahi. She started her development carrier in Caritas Bangladesh in 2001. In the commence of her service in 2001, she worked in projects of Development Extension and Education Development Services (DEEDS) and Integrate Community Development Project (ICDP) under Caritas Dinajpur Regional Office.

Samiron Orpa Kuzur received training on Safe Guarding recently organized by Caritas Bangladesh and she has working experience as focal point member in CDI and Caritas Dinajpur Regional Office for a long times. She designed training course Grievance Handling and Gender Monitoring Tools. She also received Diploma Degree on Climate Change Adaptation and Mitigation form Jahangirnagar University jointly organized with Christian Commission for Development in Bangladesh. She received one month Training on Advance Leadership Experience from Haggai International Institute, USA and also received short courses from India, Philippines, Thailand and Nepal. She attended many workshop and seminar nationally and internationally. As a Faculty Member Samiron Orpa Kuzur is expert to conduct training on Quality Project Proposal Writing, Report Writing and Effective Documentation, Strategic Plan, Result Based Management, Monitoring and Evaluation, Climate Change Adaptation and Mitigation, Gender Mainstreaming in Climate Change Adaptation and Mitigation, Community Driven Development, Resources Mobilization, Asset Based Community Development, Community Leadership and Management, Cooperative Credit Union and Management, Community Risk Analysis and Action Plan, Disaster Management, Livelihood Promotion and Food Security, Effective Communication, Facilitation Skill, Social Analysis and Development, Youth Leadership, Value Education, Child Protection, Women Dignity and Empowerment, Human Rights and Peace Building.

She facilitated the training, meeting and workshop activities professionally. She designed training courses and developed training modules and handouts materials, Writs-up contemporary issues and development articles for publication of Caritas Development Institute regularly. Many articles of her on Climate Change and Community Development have published in renowned Christian Magazine The Weekly Pratibeshi and leading daily newspaper The Janakantha. She is strongly involved in writing the development activities report, training evaluation report, project's monitoring report, donors report, annual report and field visit report as well. With the long-term development experience and visiting overall working area of Caritas Bangladesh, she is very much strategic to fact finding analysis on Community Development. Samiron Orpa Kuzur visited India, Nepal, Philippine's, Thailand, Italy, Germany, France, Belgium, Netherland, Switzerland and USA for attending in training and workshops. She believes that's sharing knowledge and value based education is the best way for peoples development.