



# **SAFEGUARDING CHILDREN & VULNERABLE ADULTS POLICY**

Website: [www.youthtube.pk](http://www.youthtube.pk)

## Youth Tube Profile

Youth Tube (Pvt.) Ltd. is a development consultancy firm that has undergone renewal, expansion, and transformation. Over the course of five years, it dedicated its efforts to developing media and messaging for young people, aiming to foster a more productive, hopeful, and engaged youth population in Pakistan. Now, it has evolved into a fully-fledged development firm, ready to tackle a broader range of development challenges and opportunities facing the Pakistani youth.

Central to our **VISION** is “to be the leading catalyst for positive change and sustainable development, empowering young people to realize their full potential and create a brighter future for Pakistan.”

Our **MISSION** is clear:” to empower young people and drive sustainable development by leveraging our expertise, innovation, and collaborative partnerships.”

### Our Services

With a track record of proven expertise, established connections in the field, and a talented team of professionals, we stand ready to deliver a range of impactful services tailored to the needs of young people in Pakistan. Our approach is grounded in a deep understanding of the power of new media to shape perceptions, drive conversations, and inspire action. From development programming and execution to digital campaigns and media outreach, our comprehensive approach is designed to engage, inspire, and influence. Through platforms like our Youth Tube Channel, Instagram, Facebook, Twitter, and TikTok, we craft compelling content that resonates with our audience, sparking meaningful conversations and driving positive change. Additionally, our commitment extends to conducting in-depth research, providing capacity-building workshops, facilitating strategic linkages, and expertly managing events—all with the aim of empowering youth and improving their lives. With our combined expertise and resources, we are dedicated to offer the following services to create a brighter future for the young people and youth of Pakistan.

#### 1. Development Programming and Execution

We offer comprehensive support in developing and implementing development programmes tailored to address specific challenges and development opportunities. From conceptualization to execution, we guide our clients through every step of the process, ensuring impactful outcomes.

#### 2. Digital Campaigns and Media

(a) Youth Tube Channel, (b) Instagram, (c) Facebook, (d) Twitter, (e) TikTok, (f) print media

We offer comprehensive digital campaigning and media services designed with two key objectives in mind: engaging and inspiring young audiences, and influencing public and policy circles to enact initiatives, programs, and policies that improve the lives of young people in Pakistan.

Through our Youth Tube Channel, we curate captivating content specifically tailored to inform and inspire young viewers. By addressing topics that resonate deeply with them, we spark meaningful conversations and encourage active engagement. This platform serves as a beacon of

empowerment, fostering a sense of community among our audience while championing their voices and perspectives.

Our strategic campaigns on Instagram are meticulously crafted to extend our reach and connect with youth on issues that matter most to them. By leveraging the power of visuals and storytelling, we create an environment conducive to dialogue and collaboration, ultimately driving positive change in the lives of young people across the nation.

Meanwhile, our robust presence on Facebook serves as a dynamic hub for discussion and engagement, both independently and in partnership with like-minded organizations. Here, we facilitate conversations on pressing social issues and amplify the voices of young leaders, advocating for youth-led initiatives that address critical challenges facing our society.

On Twitter, we harness the platform's influence to advocate for change and raise awareness about issues affecting young people in Pakistan. By amplifying their voices and catalyzing action, we strive to create a more inclusive and equitable society where every young person has the opportunity to thrive.

Through our creative and innovative content on TikTok, we captivate the attention of young audiences and drive positive change through humor, authenticity, and relatability. By harnessing the widespread popularity of this platform, we empower youth to become agents of change in their communities and beyond.

Lastly, we place writings of young people in mainstream print media to make their voices heard as part of social campaigns.

All in all, Youth Tube's services empower young people to amplify their voices, drive meaningful conversations, and inspire action for positive social change. Through strategic engagement and advocacy, we aim to create a brighter future for the youth of Pakistan.

### **3. Research and Youth Analysis**

Our team conducts in-depth research and analysis on youth-related issues, providing valuable insights to inform policy and programming decisions. Human resource affiliated with the firm has been at the forefront of producing reputed works in youth development.

### **4. Capacity Building**

Based on the strength of proven modules and motivating facilitators, we offer capacity-building workshops and training sessions aimed at empowering young people with the skills and knowledge needed to drive positive change in their communities.

### **5. Networking and Linkages Development**

We facilitate linkages between youth organizations, government agencies, donors, and international institutions, fostering collaboration and partnership to maximize impact. The Youth Tube Team is particularly savvy with inculcating relations with the elected and non-elected leaderships of the governments and education institutions.

### **6. Event Management**

From conferences to youth festivals, seminars, and workshops, we specialize in event management, ensuring seamless execution and meaningful engagement with stakeholders. With a large network of affiliates, Youth Tube can organize impactful events across Pakistan.

## Policy Statement

At Youth Tube, we believe all children and vulnerable adults regardless of age, gender, disability or ethnic origin have a right to be protected from all forms of harm, abuse, neglect and exploitation. Youth Tube **will not** tolerate the abuse of *children* (defined as under the age of 18) and vulnerable adults in any form<sup>1</sup>.

**It is the responsibility of all representatives of Youth Tube to raise any concerns you have or any concerns which are reported to you according to this policy. It is not your responsibility to decide whether or not child or vulnerable adult abuse has occurred.**

This should also be noted that term “child”, for the purpose of the policy, also includes “vulnerable adults”, as and when used in the policy unless the context suggests otherwise.

It is the responsibility of Youth Tube management to ensure the delivery of this policy and to promote it as relevant in all aspects of their work, to hold themselves and others to account and to help create a safe environment for all.

*This policy does not form part of an employees' terms and conditions of employment and may be subject to change at the discretion of management.*

### 1. Youth Tube Safeguarding Principles

**Youth Tube will ensure that:**

- a) The welfare of the child and vulnerable adult is paramount;
- b) Concerns or allegations of child/ vulnerable adult abuse are always taken seriously, investigated and acted on if appropriate;
- c) Youth Tube will seek to safeguard children/ vulnerable adults by valuing, listening to and respecting them;
- d) All managers, employees, volunteers and other representatives have access to, and are familiar with this policy, and know their responsibilities within it;
- e) All staff receive training on Safeguarding Children/ vulnerable adults at a level commensurate with their role;
- f) All staff, volunteers and careers have access to information about how to report concerns or allegations of abuse, including children and vulnerable adults themselves;
- g) Our recruitment practices are robust enough to ensure that we will not recruit staff, volunteers or other representatives if they pose a known risk to children’s/ vulnerable adult’s safety or wellbeing;
- h) All managers are responsible for promoting awareness of this policy within their divisions, individual departments or teams.

### 2. Definitions

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<sup>1</sup> United Nations Human rights office of the High Commissioner-Convention on the Rights of the Child  
<https://www.ohchr.org/en/professionalinterest/pages/crc.aspx>

## **2.1. Safeguarding Children and Child Protection**

Safeguarding is the process of protecting children from abuse or neglect, preventing impairment of their health and development, ensuring they are living in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes. '*Child protection*' is an element of Safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering or likely to suffer, significant harm.

## **2.2. Child**

A child is defined as ***anyone under 18 years old.***

This definition is recognized internationally as identifying a population who are particularly vulnerable and require additional safeguards to protect their rights.

The definition of a child for the purposes of Safeguarding and child protection should not be confused with the legal definition of a child or age limits set out in other relevant laws. The fact that a person under the age of 18 may have reached the age of majority "*MAJORITY ACT OF 1875*", age of sexual consent, voting age or such like does not alter their inherent vulnerability as a child.

## **2.3. Young Volunteer**

Anyone who is under the age of 18 years old is classed as a 'Young Volunteer' when they are volunteering for Youth Tube. Volunteers who are aged 14 years and above can volunteer in Youth Tube's ACTIVITES.

## **2.4 Vulnerable Adult**

A vulnerable adult is a person aged 18 years or over who may be in need of Community Care services and/or may be unable to take care of themselves or protect themselves from harm or from being exploited. This may include the persons who is elderly and frail, has a mental illness, has a physical or sensory disability, has a learning disability, has a severe physical illness or is homeless.

## **2.5. Child Abuse**

Different forms of harm or mistreatment of children are categorized under the broader term "child abuse". Abuse can happen anywhere and at any time, but research shows that the perpetrators of abuse are likely to be known and trusted by the child. The most commonly defined types are:

**Physical:** violence towards or deliberate injury of a child.

**Neglect:** persistent failure to meet a child's basic physical and psychological needs.

**Sexual:** using a child for sexual stimulation or gratification.

**Emotional:** behavior which attacks a child's self-esteem.

**Child Sexual Exploitation:** Children in exploitative situations and relationships receive something such as gifts, money or affection as a result of performing sexual activities or others performing sexual activities on them.

The UN Convention on the Rights of the Child (1989) requires states to protect children from abuse.

## **3. Roles and Responsibilities**

**Safeguarding children and vulnerable adults is everyone's responsibility and failure to act on concerns relating to children is not an option.**

Youth Tube Management holds overall accountability for this Policy and its implementation.

Youth Tube's Directors are responsible for reviewing and updating this Policy annually and in line with legislative and formal developments and hold overall accountability for Youth Tube's safeguarding of Children and vulnerable adults.

All staff, volunteers and other representatives of Youth Tube are required to adhere to this Policy and Youth Tube's Code of Conduct at all times.

All Youth Tube employees are obliged to report any suspicions of child or vulnerable adult abuse. Failure to report to a relevant person suspicion of abuse relating to someone else is a breach of Youth Tube policy, and could lead to disciplinary action being taken. For the avoidance of doubt, there is no obligation placed on any individual to report any incident that has happened to them.

Youth Tube's management can offer further support to staff, volunteers and other representatives on implementing this Policy.

#### **4. Support for Survivors and Victims**

Support will be offered to survivors and victims, regardless of whether a formal internal response is carried out (such as an internal investigation). Support can include specialist psycho-social counselling or access to Youth Tube's higher management for appropriate support as needed.

### **5. Policy Guidance**

#### **5.1. Contact with Children and or Vulnerable Adults**

##### **Youth Tube Management Must Never:**

- Fail to disclose any convictions or child/ vulnerable adults related investigations that they are subject to;
- Seek to make contact or spend time with any child with whom they come into contact as part of their work with Youth Tube except as part of the designated activities set out in their role;
- Abuse their position to withhold professional assistance or give preferential treatment, gifts or payment of any kind to a child/vulnerable adult, or another person in relation to a child/ vulnerable adult, in order to solicit any form of advantage or sexual favor from a child or vulnerable adult;
- Have sexual intercourse or participate in any form of sexual activity, including paying for sex, with any person under 18 years old or under the local age of sexual consent (where higher). This applies to all Youth Tube staff regardless of the age of consent locally and mistaken belief in the age of the child is not a defense;
- Hit or otherwise physically assault a child/ vulnerable adult irrespective of cultural norms, including as punishment;
- Behave physically in a manner with a child/ vulnerable adult which is inappropriate or sexually provocative;
- Use language or behavior towards children/ vulnerable adults that is inappropriate, harassing, abusive, and sexually provocative or that is intended to shame, humiliate or emotionally abuse;
- Use computers, mobile phones, video and digital cameras to exploit or harass children/ vulnerable adults or to access child pornography through any medium;
- Recruit children/ vulnerable adults for any labor which is inappropriate to their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at risk of injury;
- Do things of a personal nature for a child/vulnerable adult with whom they come into contact as part of their work for Youth Tube that the child/ vulnerable adult can do for themselves (e.g. toileting, bathing, dressing);

- Share a bedroom with or sleep close to an unsupervised child or children where that child/children are ones with whom they come into contact as part of their work for Youth Tube;
- Visit a child's home alone or invite unaccompanied children into their own accommodation, where that child/children are ones with whom they come into contact as part of their work for Youth Tube;
- Put a child/ vulnerable adult at risk of harm through inaction (including failure to report concern);
- Condone or participate in any child related activity which is illegal, exploitative, unsafe or abusive; this includes behavior by other children;
- Act in any way that may be abusive or put a child/ vulnerable adult at risk of abuse or exploitation.

#### **Youth Tube Management Must Always:**

- Treat all children/ vulnerable adults with respect regardless of their race, color, gender, language, religion, opinions, nationality, ethnicity, social origin, property, disability or other status;
- Avoid being placed in a position where they are alone with a child or children/ vulnerable adults with whom they come into contact as part of their work with Youth Tube;
- Act professionally towards children/ vulnerable adults they interact with in their role, following relevant laws pertaining to working with children, including those in relation to child labor;
- Consider the risk of harm and whether there is any possibility a child/vulnerable adult may be abused or exploited when assessing the appropriateness of any physical or verbal contact, **including in the design of Youth Tube programs;**
- Report any suspicion, allegation or witness of child or vulnerable adult abuse or other breaches of the Safeguarding Children Policy as per the reporting procedures outlined in this document.

#### **5.2. Virtual Contact with Children**

Anyone working with or on behalf of Youth Tube must adhere to Youth Tube's guidelines to protect children and vulnerable adults engaging with Youth Tube through social media. Social media and technology is evolving rapidly and it is the responsibility of managers to consider the full range of risks and safeguards required to protect children in the activities that they oversee.

### **6. Safe Programming**

Youth Tube has **minimum standards in place intended to minimize risk when working with direct or indirect child and vulnerable adult beneficiaries.**

***Responsibility for ensuring these program standards are applied lies with Youth Tube's Management.*** However, all Youth Tube staff and partners working with children and vulnerable adults must take personal responsibility for upholding these minimum standards.

### **7. How to raise a Complaint or Concern**

Anyone can raise a concern or make a complaint to Youth Tube about something they have experienced or witnessed. You can do this verbally or in writing to your Safeguarding Focal Point, your supervisor, DO or via Youth Tube's Whistleblowing Service.

You can contact the Safeguarding Committee confidentially on [complaints@Youth Tube.org.pk](mailto:complaints@Youth Tube.org.pk) or telephone +92 042-35779030-31.

Those who work with or for Youth Tube (including Youth Tube's beneficiaries) can also raise a concern without fear of retribution to Youth Tube's Whistleblowing Service by emailing [complaints@Youth Tube.pk](mailto:complaints@Youth Tube.pk).

If an allegation is made against you, then you must inform management immediately. You should create a signed and dated record of the details as you know them and send a copy of this to Operations/HR department. All those accused will be treated with respect and all allegations are treated confidentially. You may wish to seek support from your colleagues.

## **8. How to Respond to a Complaint or Concern**

Youth Tube is committed to responding to all complaints and concerns of abuse. Youth Tube's Management are responsible for this work, and have specialist expertise in prevention, carrying out investigations, and delivering support to survivors of and victims of child or adult abuse.

Youth Tube recognizes that disclosures and suspicion should *always be acted upon swiftly*, and if there is an urgent child protection situation, for example if a child is in imminent danger of abuse, then *immediate protective action must be taken*.

### **What to do if You Have Concerns About a Child's Wellbeing**

- The first priority is the immediate safety and welfare individual.
- Keep calm and act normally; do not say or show that you are shocked.
- Do not investigate or question the victim. If an individual reports abuse directly to you, only ask questions to get enough information to understand the complaint (e.g. 'who, what, where, when' questions, but not 'why' questions).
- Never agree to keep a secret. If a child or adult is in danger you will have to inform others.
- Do not directly challenge parents, careers or teachers about your concerns.

**Record all the details that support your suspicion and report this in line with internal reporting procedures.**

### **Confidentiality and Children**

Youth Tube staff cannot keep confidences when they involve concerns about a child. Any information offered in confidence to Youth Tube staff or volunteers relating to risks or concerns about a child should be received on the basis that it will have to be shared with the relevant person or people in authority.

It is the responsibility of all who represent Youth Tube, in whatever capacity, to raise concerns regarding possible or known issues of child abuse or exploitation in projects managed or supported by Youth Tube immediately in line with the procedures outlined below.

## **9. Procedure for Handling Complaints**

When a complaint or concern has been raised, it must be referred within 24 hours to Youth Tube's Safeguarding Committee.

### **Internal Response**

Within 72 hours of receiving a complaint or concern, Youth Tube's management and also must convene a case conference. An email should be sent to the complainant acknowledging the complaint as soon as possible. Youth Tube must refer suspected cases of child abuse to local statutory authorities where possible.

The process for addressing complaints is outlined in Youth Tube's *Procedures for Safeguarding Children*.



**Confidentiality must be maintained throughout the complaints process** by all staff and witnesses. Staff members who breach confidentiality will be subject to disciplinary action up to and including termination of employment. In some cases, such breaches constitute breaking the law.

### **Retaliation against Complainants, Victims and Witnesses**

Youth Tube will take action against any staff, volunteers or other representatives, whether they are the subject of a complaint or not, who seek or carry out retaliatory action against complainants, victims or other witnesses. Staff who are found to do this will be subject to disciplinary action, up to and including termination of employment.

### **Outcomes of Misconduct**

Employees who are found to contravene this policy will be subject to disciplinary action that may result in dismissal. Where possible, Youth Tube will refer suspected cases of child abuse to local statutory authorities and the process and outcome will be handled by said authority. Volunteers, contractors and other representatives will have their relationship with Youth Tube terminated.

### **False Allegations**

It is extremely rare that staff or other stakeholders are found to have raised allegations which they knew to be false. If a member of staff from Youth Tube is found to have made an allegation that they knew to be false they will be subject to disciplinary action, up to and including termination of employment.

### **Complaints about Youth Tube's Partners**

If Youth Tube receives a complaint about a partner firm, Youth Tube will expect the partner to respond quickly and appropriately. Youth Tube should assist the partner to ascertain its obligations under local law to refer the matter to the police or other statutory authorities for criminal investigation.

Where appropriate, Youth Tube should work with the partner to address the issue through an appropriate independent investigation. If the outcome is that child/vulnerable adults has occurred, ongoing work with the partner cannot involve the individual(s) concerned.

If there is reason to believe that an allegation of child abuse has been dealt with inappropriately by a partner, then they risk withdrawal of funding or ending the relationship (including networks and consortia).

### **Receiving External Complaints and Concerns**

Complaints raised from outside the firm should be referred to Youth Tube's Safeguarding Committee and must adhere to Youth Tube's policy and procedures as outlined in this document.

## **10. Safe Recruitment**

Youth Tube is committed to recruiting staff, volunteers and other representatives safely. All application forms, interviews and references must address Safeguarding and equality requirements and attitudes in line with the *Recruitment Policy*.

Recruitment for all applicants to roles supervising young volunteers or working directly with child beneficiaries must follow Youth Tube's *Safeguarding Children Guidelines*, particularly that:

- All applicants must be asked **to disclose all criminal convictions** in keeping with the parameters of local employment law;
- We are not able to offer volunteering opportunities to anyone with spent or unspent convictions for sexual offences or any form of child abuse;
- Applicants should not start work until **reference checking** has taken place

## 11. Young Volunteers

### Engaging Young Volunteers

***When a young person expresses an interest in volunteering for Youth Tube, an 'initial chat' must take place with at least two Youth Tube representatives present.*** During this meeting, the young person should be made aware of Youth Tube's *Safeguarding Children Policy and Procedures*.

For one-off campaigning or fundraising events, an initial chat should take place but if it is not possible the young person must still receive a copy of Youth Tube's Policy and Procedures prior to volunteering.

Consent must always be sought before any young volunteer begins volunteering. It is important to ***check what type of consent is needed*** as this will vary depending on the local context.

### Health and Safety for Young Volunteers

All relevant ***health and safety checks must be completed before taking on*** a Young Volunteer. During their inductions, young volunteers must also be told who is responsible for their safety and how to raise concerns.

### Supervision of Young Volunteers

Effective supervision must be in place to safeguard young volunteers in Youth Tube's care.

- Young volunteers must ***not be left alone in a property at any time.***
- At least ***two adults should be present*** when a young volunteer is volunteering, one of whom must be designated as the young volunteer's supervisor for the duration of their shift.
- ***If an activity is identified as higher risk*** in the Health and Safety assessment, this ***must have constant supervision*** from the nominated supervisor.
- Young volunteers should work alone with an adult only in exceptional circumstances, and managers are responsible for monitoring this.
- Managers must ensure appropriate supervision arrangements are clear and agreed in advance with anyone who will supervise young volunteers.
- Youth Tube will follow all local laws relating to the supervision of young people.

## 12. Use of Personal Data about Children

Youth Tube staff must adhere to Youth Tube's Data Protection Policy which is guided by the *General Data Protection Regulation in the European Union (2018)*. All information stored by Youth Tube about children and young people must be processed in accordance with this Act and Youth Tube's policy.

Research with children must be in line with Youth Tube's *Procedures for Safeguarding Children*. Youth Tube representatives must consider how to protect a child's identity, how to share and store such content and how to achieve "informed consent".

Disputes about the use of child images must be raised to the Safeguarding compliance committee mentioned below.

## 13. Training

All Youth Tube staff and representatives must receive training on Child and vulnerable adult safeguarding commensurate with their role. This training will be carried out by specialists on a yearly basis and will include information about Youth Tube’s policy positions, reporting and investigation procedures and how to embed Child and vulnerable adult Safeguarding in Youth Tube’s work.

Overall responsibility for ensuring that staff receive regular training and messages about Safeguarding lies with all Youth Tube Managers.

Children require training to ensure that their capabilities and competencies are at a level where they can operate without putting themselves and others at risk.

#### **14. Safeguarding Committee**

The committee will consist of following members:

1	Mr. Iqbal Haider Butt	CEO
2	Ms. Sidra Butt	Director
3	Mr. Noor Imran	Associate