



## **CHILD & ADULTS AT RISK SAFEGUARDING POLICY**

Danau Girang Field Centre (DGFC) is committed to providing a safe environment for children and adults at risk who may be present during the day-to-day activities at the Field Centre.

### **1. SAFEGUARDING RESPONSIBILITY AND DUTY OF CARE**

- 1.1 While DGFC is committed to meeting its safeguarding obligations, DGFC staff do not act in place of a parent (*in loco parentis*) and, therefore, ultimate responsibility for children rests with those who do have parental responsibility.
- 1.2 DGFC reserves the right to direct that a child be removed from the Field Centre where the presence of the child is causing or may cause an unacceptable health and safety risk.
- 1.3 DGFC also reserves the right to refuse to allow a child or adult at risk access to the Field Centre if it judges that the adaptations necessary to safeguard that individual's well-being go beyond what is reasonable and proportionate.

### **2. RECEIVING AND REPORTING CONCERNS**

- 2.1 If an allegation is made, whoever receives the allegation from any source, including from people outside the organisation or via a third party, will be expected to immediately inform a member of the DGFC Management Team, whether they personally believe that the allegation/s is/are valid or baseless.
- 2.2 These types of allegations may include (but is not exhaustive):
  - a) Behaved in a way that has harmed a child either physically or psychologically
  - b) Possibly committed a criminal offence against or related to a child
  - c) Behaved towards a child in a way that indicates he or she would pose a risk to children.
- 2.3 No unauthorised person shall carry out their own investigation, as to do so may undermine evidence and obstruct any formal investigation that may be carried out subsequently by the appropriate legal authority.
- 2.4 Any allegation of abuse will be dealt with fairly, quickly, and consistently in a way that provides effective protection for the child/adult at risk, and at the same time supports the person who is the subject of the allegation.
- 2.5 If the Management Team deems it necessary, the allegation shall be referred to:

a) The relevant legal authorities of Sabah, Malaysia and/or the relevant external institution and their advice followed.

2.6 The fact that an employee or volunteer offers to resign or has resigned shall not prevent the disciplinary procedure reaching a conclusion.

**SUBMIT A COMPLAINT**

Allegations of abuse will be investigated fully by the DGFC Management Team or the relevant legal authority, and individuals are required to submit [an online form](#) for the process to begin.