

Safeguarding the rights of others is the most noble and beautiful end of a human being.

Khalil Gibran

KKM

Safeguarding practices quarterly report- Jan 2021

## Introduction

Since 2019, Kaveri Kala Manram strengthening its safeguarding practice to prevent organization & community, we are a small organization, we have responsible working both side among staff & community. Our partner TLMEW providing training & technical support since 2019 to promote safeguarding procedures. We as KKM community we strongly follow the safe guarding policy with everyone who comes into contact with children and women or any vulnerable person in the office & community has a role to play in safeguarding them. We as KKM Staff, we are responsible to identify concerns early and provide help for children and young people, to prevent concerns from escalating. Staff has a responsibility to identify children from broad range of potential harm. And support them, take appropriate action and follow it up. This culture is establishing not only in KKM community but in the wider community too by initiation of KKM.

## Team

**Mrs Nalini Naratnam**  
(Reporting )

**Mrs K Subajini**  
(Safeguarding officer  
Appointed from KKM  
Executive committee )

**Rev Joshua**  
Director

**Mrs S Suthargini**  
(Safeguarding officer  
substitute  
Appointed from KKM  
Executive committee )

## Representatives

**Mrs Shahana** ( Jaffna  
/Anurathapuram

**Miss Deborah**  
( Batticolo)

**Mr Thibagar** - Vavuniya  
/Hope farm

## Documentation

**Miss Dharsha**

## CHECK LIST FOR JULIA

- 1. Update on any changes to KKM safeguarding policies**
  - No, update or changes in the safeguarding policies.
- 2. Update on KKM safeguarding action plan:**
  - Action plan has been completed. Report and photos included.
  - Staff will be signing the safeguarding code of conduct forms with their employment contract for 2021 in end of January.
  - Code of conduct review meeting takes place once in three months.
- 3. Update on KKM's planned safeguarding awareness raising activities with partners and training for trainers.**
  - Regular meetings to be held once a month with committee members from January 2021. Meeting will be a live meeting or through communication.
  - Annual review meeting will be in July 2020.
  - Many NGOs in Sri Lanka are unaware of the safeguarding policies. KKM staff are willing to train them with their committee approval.
- 4. Safeguarding progress and challenges since Sept 2020.**
  - KKM trained staff are happy to share their personal experience.
- 5. Safe guarding plans for next three months.**

Yes , we have planed

## New Resource person team for SGP - Training



**Debora** working as a leprosy project coordinator for Batticaloa district.

I am really great full to Julia Kragulj, safeguarding officer for training and educating me the valuable safeguarding policies and made me to understand the duty of care to protect the vulnerable groups in the community from any form of harm. I feel it is rewarding work to the community.



**Shahana** , I am really glad and appreciate my training and education on safeguarding policies. This was my first experience to realize the children, young ones, elderly and vulnerable groups can be abused and harm in the ignorant community. I was proud to carry on my duty of care to the needy community by spreading the awareness and workshops. I was able to protect my self and my family from potential harm. End of the day I feel it's a rewarding work.



**Kokila**, Until I was educated and trained on safeguarding policies, I never realized the vital values of the safeguarding policies. As a trained staff of KKM, I was happy to go into the community to protect the welfare and human rights, who are at risk of abuse, neglect or exploitation. Giving awareness and workshops, questions and feedback, making them understanding to be safe. Makes me valuable, and rewarding.

### KKM- Safeguarding Action Plan 2020/2021

**Review Date: August 2020 ● On Track/on-going as planned Completed.**

| Areas for development    | Actions   | Responsibility              | Timescale                         | Progress RAG Rating | Commentary   |
|--------------------------|---|-----------------------------|-----------------------------------|---------------------|--|
| Strategy and Policy      |   |                             |                                   |                     |  |
| 1) Policy development    | 1) Training to staff & board members<br>2) Policy development           | Rev Joshua                  | 2019 Jan                          | Completed           | Sian from leprosy Mission have provide first SG training & then Julia provide some training .Now KKM staff have develop themselves as resource person to provide training to their local partner |
| 2) Approval by KKM board | Submitted 15 <sup>th</sup> of December 2019 to KKM Executive & approved | Rev Joshua & Mrs K Subagini | 15 <sup>th</sup> of December 2019 | Completed           |  |

|  |   |   |                      |           |  |
|--|---|---|----------------------|-----------|--|
| 3) Appointment of Safeguarding officer | KKM Executive committee appointed following board members . | Mrs K Subagini lead person for SGO& Substitute<br>Mrs S Sutharshini<br><br>Mrs Nalini Navaratnam coordinating person for reporting. | Jan 2020             | Completed |  |
| 4) Quarterly review                    | Two meeting called by Julia from TLMEW for review.          |   |                      |           |  |
| 5) Annual review                       | Annual review will be held December 2020                    |   | End of February 2021 |           |  |
| Training and Development               |   |   |                      |           |  |
| TOT Training for KKM staff             | Two training has been completed                             | Rev Joshua & team leaders   | July & August 2020   | Completed |  |
| Training for partners                  | Eight training has been completed                           | Rev Joshua & team leaders   | February to October  | Completed |  |

### KKM- Safeguarding Action Plan 2021

**Review Date: August 2021 ● On Track/on-going as planned Completed.**

**Focus - Develop 10 Recourse person to provide Safeguarding training among organization & community**

| Areas for development                                  | Actions                                   | Responsibility            | Timescale                              | Progress RAG Rating | Commentary |
|--|---|---------------------------|--|---------------------|------------|
| Reporting  |   |                           |  |                     |            |
| Quarterly review                                       | Meeting with Julia.                       | Nalini                    | Jan / April                            |                     |            |
| Annual review  | Annual review will be held July 2021      | Subagini/<br>Nalini       | End of July                            |                     |            |
| Training and Development                               |   |                           |  |                     |            |
| Strengthen community on SGP                            | With , NOG's council Kilinochchi & Jaffna | Deborha                   | Feb to April                           |                     |            |
| Develop Resource people                                | Five training                             | Rev Joshua & team leaders | April y to July                        |                     |            |
| Develop Champion in community on Safeguarding practice | Work with 10 Self care groups             | team leaders              | February to August 2021                |                     |            |
| KKM -Safeguarding practice                             |   |                           |  |                     |            |
| Project assessment                                     | Through Monthly meeting                   | Rev Joshua                | Each Month                             |                     |            |
| Committee assessment                                   | Through quarterly or any special meeting  | Nalini & Subajini         | Each Month                             |                     |            |
| Community Assessment                                   | Each project completion                   | Team leader               | Each project completion reporting time |                     |            |

## Activity:- TOT Training for KKM staff

| No | Date       | Place           | Programme | Number of Participants |
|----|------------|-----------------|-----------|------------------------|
| 01 | 31.07.2020 | HOH Kilinochchi | Workshop  | 29                     |
| 02 | 30.08.2020 | Hope Farm Palai | Workshop  | 29                     |



### **We are following safeguarding practice as first education center in Jaffna**



I am Sinaya , since 2002 I am working with KKM as community partner , I have education center in Moolai village in Jaffna , Children comes from people affected by leprosy families & living under poverty line families to study in my education center , more than 125 children are studding in every year . They are age 8 to 18 . 10 teachers working along with

me, most of the time I have faced safeguarding problem between teachers & children or between children. I have solved that problems with my persona experience .Because I have 9 children; I have experience how guide children. But some time I have failed in my personal life & institution life in to solved these problems because parents always created problems from other direction.KKM team introduce safeguarding practice , Than I understood how important safeguarding police for my education center. KKM has provide three training for me & teacher group, 3 training for children of education center. One training parents too.Now we have transformed ourselves & we have strongly followed safeguarding practice.I think, this is new for our country , We only received this training from KKM .Now we are developing safeguarding policy along with KKM for our center. We hope we will finish very sooner.



**Activity:- Training for partners**

| No           | Date          | Partners                | Program             | Number of Participants |
|--------------|---------------|-------------------------|---------------------|------------------------|
| 01           | 15,16.02.2020 | Leprosy Association     | Two Days Workshop   | 20                     |
| 02           | 12.08.2020    | Hope Of Flowers         | Three Days Workshop | 24                     |
| 03           | August 5 days | Moolai Education Centre | Five Day Workshop   | 126                    |
| 04           | 03.10.2020    | Green Promotion         | One Day Workshop    | 21                     |
| <b>Total</b> |               |                         |                     | <b>191</b>             |



**Safeguarding Practice Check list from team leaders ( This practice has been started since January , We will going to discuses about their challenges when will meet in first week of February )**

**- KKM Staff check list for safeguarding practice for team leaders on quartly**  
 Name of team leader **I. shahara**  
 Project area **Jaffna**  
 Number of staff **06**

| Detail  | Yes | No | Processes | Challenges |
|---|-----|----|-----------|------------|
| Identify victims and protect members of your community from harm<br>අනතුරු සිදුවූ විට හානි සිදුවීමට මුහුණ දීමට වැළැක්වීම?             | ✓   |    |           |            |
| Work safely with data you've collected about your community<br>අනතුරු සිදුවූ විට හානි සිදුවීමට මුහුණ දීමට වැළැක්වීම?                  | ✓   |    |           |            |
| Pursue disciplinary measures for staff or volunteers involved in an incident<br>අනතුරු සිදුවූ විට හානි සිදුවීමට මුහුණ දීමට වැළැක්වීම? | ✓   |    |           |            |
| Recognize, report, and react to allegations of abuse<br>අනතුරු සිදුවූ විට හානි සිදුවීමට මුහුණ දීමට වැළැක්වීම?                         | ✓   |    |           |            |
| Refresh current staff on the policy regularly<br>අනතුරු සිදුවූ විට හානි සිදුවීමට මුහුණ දීමට වැළැක්වීම?                                | ✓   |    |           |            |
| Train new staff or partners & beneficiary and volunteers on the policy<br>අනතුරු සිදුවූ විට හානි සිදුවීමට මුහුණ දීමට වැළැක්වීම?       | ✓   |    |           |            |
| Use constituent information in communications<br>අනතුරු සිදුවූ විට හානි සිදුවීමට මුහුණ දීමට වැළැක්වීම?                                | ✓   |    |           |            |

**- KKM Staff check list for safeguarding practice for team leaders on quartly**  
 Name of team leader - **Mr.Thibagar**  
 Project area - **Masar, Kiritokulam**  
 Number of staff - **06**

| Detail  | Yes | No | Processes | Challenges |
|---|-----|----|-----------|------------|
| Identify victims and protect members of your community from harm<br>අනතුරු සිදුවූ විට හානි සිදුවීමට මුහුණ දීමට වැළැක්වීම?             | Yes |    |           |            |
| Work safely with data you've collected about your community<br>අනතුරු සිදුවූ විට හානි සිදුවීමට මුහුණ දීමට වැළැක්වීම?                  | Yes |    |           |            |
| Pursue disciplinary measures for staff or volunteers involved in an incident<br>අනතුරු සිදුවූ විට හානි සිදුවීමට මුහුණ දීමට වැළැක්වීම? | Yes |    |           |            |
| Recognize, report, and react to allegations of abuse<br>අනතුරු සිදුවූ විට හානි සිදුවීමට මුහුණ දීමට වැළැක්වීම?                         | Yes |    |           |            |
| Refresh current staff on the policy regularly<br>අනතුරු සිදුවූ විට හානි සිදුවීමට මුහුණ දීමට වැළැක්වීම?                                | Yes |    |           |            |
| Train new staff or partners & beneficiary and volunteers on the policy<br>අනතුරු සිදුවූ විට හානි සිදුවීමට මුහුණ දීමට වැළැක්වීම?       | Yes |    |           |            |
| Use constituent information in communications<br>අනතුරු සිදුවූ විට හානි සිදුවීමට මුහුණ දීමට වැළැක්වීම?                                | Yes |    |           |            |

*M. Thibagar*

**- KKM Staff check list for safeguarding practice for team leaders on quartly**  
 Name of team leader **I. Shahara**  
 Project area **Jaffna**  
 Number of staff **06**

| Detail  | Yes | No | Processes | Challenges |
|---|-----|----|-----------|------------|
| Identify victims and protect members of your community from harm<br>අනතුරු සිදුවූ විට හානි සිදුවීමට මුහුණ දීමට වැළැක්වීම?             | ✓   |    |           |            |
| Work safely with data you've collected about your community<br>අනතුරු සිදුවූ විට හානි සිදුවීමට මුහුණ දීමට වැළැක්වීම?                  | ✓   |    |           |            |
| Pursue disciplinary measures for staff or volunteers involved in an incident<br>අනතුරු සිදුවූ විට හානි සිදුවීමට මුහුණ දීමට වැළැක්වීම? | ✓   |    |           |            |
| Recognize, report, and react to allegations of abuse<br>අනතුරු සිදුවූ විට හානි සිදුවීමට මුහුණ දීමට වැළැක්වීම?                         | ✓   |    |           |            |
| Refresh current staff on the policy regularly<br>අනතුරු සිදුවූ විට හානි සිදුවීමට මුහුණ දීමට වැළැක්වීම?                                | ✓   |    |           |            |
| Train new staff or partners & beneficiary and volunteers on the policy<br>අනතුරු සිදුවූ විට හානි සිදුවීමට මුහුණ දීමට වැළැක්වීම?       | ✓   |    |           |            |
| Use constituent information in communications<br>අනතුරු සිදුවූ විට හානි සිදුවීමට මුහුණ දීමට වැළැක්වීම?                                | ✓   |    |           |            |

*I. Shahara*