BRAC Child and Adolescent Protection Policy and Procedure

May 2019

Table of Contents

1. Introduction…… 3
2. Scope of Policy ……..…..3
3. Definitions……..…. 3
4. Standards of Behavior…… 4
5. BRAC Safeguarding of Children Practices…… 5
6. Reporting ……... 6
7. Confidentiality…… 6
8. Response……... 6
9. Prevention and Risk- Assessment……...7
10. Training and Awareness……...8
11. Safe Design……... 8
12. Recruitment and Selection…….. .8
13. Safe Partnering…... 9
14. Review of Policy and Procedure……... 10

Annexes

Annex I ….....11
Annex II….....14
Annex III……15
Annex IV….....17

1. Introduction

BRAC, for over forty years, has given paramount importance to the safety of the participants of its programs, the safety of the employees of its programs, and the safety of the employees of its enterprises, in the way it has conducted its (anti-poverty) work.

The improvement of the lives of the children is central to many of BRAC's core programmes. BRAC acknowledges that the success of child-targeted programmes is only possible, by upholding their physical, mental and emotional well-being. BRAC is committed to create a safe environment for the children it serves against abuse, intimidation and violence, bullying, humiliation, discrimination, neglect and exploitation.

BRAC has safeguarded its people (program participants, employees) in the first place, by making their safety a primary consideration already, at the level of the design of programs and enterprises. The prevention of sexual harassment, intimidation, violence, bullying, humiliation and discrimination, neglect and exploitation, is as far as possible, built into the work practices by itself. If the design and its implementation cannot reduce risks sufficiently, BRAC has installed secondary safeguarding mechanisms, like selecting and training of personnel, supervising and monitoring activities, reporting channels, investigations and punishments.

In the overall safeguarding policy, BRAC has described its history in more than forty years of safeguarding practice. BRAC pledges to continue its vigilance. The safeguarding policy also described BRAC's ethos and prevention practice in general. BRAC has always been particularly vigilant in keeping the children, who participate in their programs, safe.

2. Scope of Policy

This policy should be read and interpreted, in line with the overarching Safeguarding Policy. The objective of this policy is to address abuse, humiliation, discrimination, neglect, exploitation, or inappropriate or unwelcome behavior towards children. This policy is a part of the safeguarding policy umbrella, with the aim to protect children who are associated with BRAC through its operations.

The aim of this policy is to prevent abuse against children through existing safeguarding practices at all levels, organizational due diligence, procedure, and practice. BRAC will continue to respond to children responsibly by setting a Code of Conduct behavior standards and further safeguarding initiatives.

The policy applies to all employees, which is an all-encompassing term to include; regular, contractual, project, service, trainees (including apprentices & interns), volunteers, temporary staffs and non-graded staffs and program participants of BRAC.

3. Definitions

The United Nations Convention on the Rights of the Child (UNCRC) and Bangladesh's Children Act, 2013 defines child as a human being below the age of 18 years. This policy adopts the legal definition. For the purposes of this policy and in light of BRAC programme target groups, this policy divides the category into two groups to distinguish between child and adolescent.

- **Child:** Aged below 18. BRAC primary education focused programmes include children aged up to10 years old.

- **Adolescent**: The World Health Organization (WHO) defines adolescent as any person between ages 10 and 19. BRAC adolescent focused programmes also target children aged 10 to 19.

- **Abuse**: As used in this policy encompasses: sexual harassment, intimidation, violence, bullying, humiliation, discrimination, neglect and exploitation, as defined in the Safeguarding policy.

- **Child abuse:** Includes all forms of ill treatment, which result in actual or potential harm to a child's health, development, or dignity. The categories of abuse are as follows:

- ***Physical abuse:*** Is a physical injury or suffering to a child where there is a definite knowledge or reasonable suspicion that the injury has been inflicted non-accidentally.

- ***Sexual abuse***: Is when a child is forced, or persuaded, to take part in sexual activity. This may involve touching activities where the abuser makes physical contact with the child, and/or non-touching activities that are initiated for the perpetrators gain or sexual pleasure.

- ***Emotional abuse:*** Is a repeated pattern of behavior and attitude towards a child, or an extreme incident, that endangers or impairs the child's emotional or intellectual development.

- ***Neglect or negligent treatment***: Is a severe, or a repeated pattern of lacking of attention to a child's basic needs, that endangers or impairs the child's health or development.

4. Standards of Behaviour

The Safeguarding policy sets out the minimum requirements for all employees and associate personnel (which can include volunteers), with regard to safeguarding, and with regard to the prevention of abuse, that is, sexual harassment, intimidation and violence, bullying, humiliation and discrimination, neglect and exploitation. Below are the standards of behavior from the Safeguarding policy specific to children:

Employees and associated personnel of BRAC must not:

- Hit children and adolescents, to discipline or correct them
- Humiliate children or adolescents, to discipline or correct them
- Have any sexual interaction with children
- Have any sexual interaction with adolescents, who are participants
- Have any sexual interaction with adolescents, under the age of consent
- Have any sexual interaction with adults with special needs, who are participants of the programme they are working with
- Neglect children, adolescents and adults with special needs, who are entrusted to their care
- Exploit children, adolescents, adults with special needs or other participants, or fellow

employees in any form
- Bring children, adolescents, adults with special needs, or other participants or fellow employees into a situation, where they could be abused or exploited by third parties.

Employees and associated personnel of BRAC must:

- Follow the Code of Conduct, the Sexual Harassment Elimination Policy, the Child and Adolescent Protection Policy, the Adults with Special Needs Policy
- Anticipate risks for fellow employees or participants of being abused, that is, being sexually harassed, intimidated or assaulted, bullied, humiliated or discriminated, neglected or exploited, and take steps to mitigate those risks
- Avoid being placed with children or with adolescents who are participants, are under age, or with adults with special needs who are participants, or in a compromising position. The adult is always considered responsible, even if the child, or adolescent, or adult with special needs, has initiated sexual interaction.

5. BRAC Safeguarding of Children Practices

In addition to this policy and the guiding Safeguarding policy, BRAC's Code of Conduct on Child Protection (Annex I), embodies its commitment to human development and dignity. The Code of Conduct strengthens the roots of the vision of "a world free from all forms of exploitation and discrimination, where everyone has the opportunity to realise their potential." The Code of Conduct outlines the standards of conduct that shall guide the actions of all BRAC staff, with respect to their engagement with children. The specific Code of Conduct provides attention to the protection and well-being of children, which is essential to the fulfillment of BRAC's purpose.
BRAC has integrated safeguarding into project and enterprise design. It has successfully created an ethos that has the safety of children, adolescents and adults with special needs, and the empowerment of women at its heart. It has paid special attention to safeguarding in the recruitment, selection, induction, and training of its employees. All these efforts are led from the top. The Executive Directors of BRAC International and BRAC Bangladesh are the joint Safeguarding Strategic Leads, for the safeguarding of employees and participants.

They are the design principles, followed by programmes and enterprises. One of the strongest and most integrated examples of making safeguarding of children a priority, at every level of the programme, is from BRAC Education Programme (BEP). Through the commitments made through this policy, and the overarching safeguarding policy, BRAC strives to maintain this standard, and make it better. The BEP provides a child safety instructions for staff, teachers, and parents, to address safety of children in school as a separate issue. The guidelines set the standard of attitude the teacher should have towards the students, and responsibilities of teachers and parents, to ensure their safety. An example of safety consideration included, is students on their way to school are discouraged to travel alone and are encouraged to be accompanied by a guardian, or for peers to form a group and travel together. In addition, 4 to 5 groups are formed with 60% to 70% girls as leads, who are encouraged to come together and take care of each other. Prior to opening a new school, specific protocols are followed to ensure a safe environment for children. One such protocol is not to choose sites, adjacent to the market or other busy places or roads. Another consideration is to have a clean latrine beside the schoolroom.

BRAC's Communications Department has detailed guidelines (Annex II) regarding the use of images or stories of children, to ensure the dignity and consent of the children represented. Children, parents and guardians must be informed about how the film, photograph or story will be used, and consent for this obtained. It should be made clear that this is distinct to the consent they have given, for use of materials by the local NGO or by BRAC.

6. Reporting

Complaints or allegations can be made directly to the **Grievance team** via mailing to **hrd.gmt@brac.net** or by calling **+880-1730346883 or +880-1708491000.**

Complaints or allegations regarding sexual harassment can be made directly to **Sexual Harassment Redressal Committee,** by mailing to **complaint.shrc@brac.net** or by calling **+880-1729071546.**

The report can also be lodged in **writing** directly to the Directors, Senior Directors, Executive Directors,the Human Resource Division, Grievance Management or Sexual Harassment Redressal Committee (SHRC). The complaint, if in writing, can be in the victim's/survivor's own words, or in the prescribed format (Annex III).

Special note: The complaint need not be made by the child or adolescent directly but by a person of trust (does not have to be related) to whom the child has shared the experience or a person who has come to know and/or witnessed the incident can put in the complaint.

For countries other than Bangladesh, complaints or allegations should be made, in writing to the HRD or Country Representative or to the Regional Director or Chief People Officer. Circumstances where this is not possible or inappropriate, the individual complaining may send an email to the Voice Country team at voice.countryname@brac.net (i.e. For Uganda voice.uganda@brac.net).

7. Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with child protection concerns. Information relating to the concern and subsequent case management should be shared on a need to know basis only and should be kept secure at all times.

8. Response

Depending on the nature of the incident, the complaint will be handled, processed by the SHRC or Grievance management team (GMT). If the incident is sexual in nature, the SHE policy and response mechanisms should be followed. All other incidents will follow the GMT process, as laid out in the BRAC Prevention of Workplace Bullying and Violence Policy and Procedure.

Additional measures that will be implemented in Child or Adolescent protection cases:

- Intake/initial complaint handling: The child or adolescent need not lodge the complaint. The complaint may be lodged through his/her guardian or other person of trust.

- It is not necessary that the child or adolescent must communicate directly to the person lodging the complaint. If the complainant has witnessed or come to know of a child or adolescent being faced with an incident, a complaint can be lodged

- When interviewing a child, the **BRAC Guidelines when Communicating with Victims/Survivors,** which outlines specific steps to follow when interviewing a child, should be followed.

- If the incident is grievous in nature with the consent of the child's guardian, and explanation to the child, BRAC personnel trained in child psychosocial counseling will be present during interview with the child.

- Due diligence needs to be taken during interviews, with special consideration to the issues such as: if the perpetrator is in a position of authority, if the abuse is still ongoing, it may take longer than one interview for the child to feel comfortable, and provide as many details as possible, and forcing them to "re-live" the experience should not occur.

- At any time of the investigation process, if it is felt that the Child or Adolescent is at risk steps shall immediately be taken to ensure their safety

- BRAC personnel, who work closely with children's programmes (e.g. BEP, IED) and have undergone specialty training in child protection issues, will be a part of the investigation team.

No statutory/legal time limitation

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child, or about a member or staff, who is still currently working with children). Where such an allegation is made, the organization will follow the procedures, as detailed above, and report the matter to the social services or the police. This is because, other children, either within or outside work, may be at risk from this person.

9. Prevention and Risk Assessment

BRAC commits to be **victim/survivor centric oriented** in confronting sexual harassment, exploitation, and abuse of all kinds, following the stages of prevention, reporting, response and learning at all levels of work.

One of main priorities of BRAC is to prevent such heinous acts from ever happening. The preventive measures will be:

- Orientation about current Child and Adolescent Protection policy, during every employees onboarding
- Victim/survivor centric approach training for all staff
- Refresher training for all employees, after certain intervals
- Create campaigns/event calendar to support, create awareness among staffs and stakeholders on regular basis, with maximum support of digital platforms
- Circulate/display a short version of policy procedures at all locations within BRAC establishment
- Provide interactive trainings with children involved in BRAC progammes, to create awareness on appropriate behavior and touch
- Inform child participants of people of trust, and kind ofpotentially inappropriate behavior, that should be shared
- Discuss with adolescent participants, prohibited behavior and reporting procedure under this policy.
- Ongoing risk assessments will be conducted by each programme, starting from prior to inception, by using a Risk Assessment template, which is developed by the BRAC's Risk Management department (Annex II).

10. Training and Awareness

Every staff member of BRAC will share responsibility of effective implementation of this Child Protection Policy. Senior Management will be accountable to disseminate this policy to the staff, and ensure regular staff orientation and awareness raising activities on the child Protection policy.

11. Safe Design

BRAC will continue to incorporate safeguarding into the design of child and adolescents programmes, and their work processes. BRAC sees this as the most important and effective way of protecting its people, and the high-risk groups within them. This incorporation of safeguarding in the design is based on the deep (implicit and explicit) knowledge that BRAC possesses about the specific risks of abuse, connected with particular activities.

12. Recruitment and Selection

BRAC will continue to ensure it assesses the eligibility of candidates, from a safeguarding perspective. BRAC has a Safe Recruitment guideline, which defines the steps that should be taken throughout the hiring process, from designing the job to planning for recruitment:

- **Job descriptions for all positions:** Refer to responsibilities for safeguarding and/ or the Code of Conduct, and include the beliefs and values of the organisation, or link to them.
- **Level of Exposure:** On job descriptions of positions, linked to programmes working with children, will measure the level of exposure to child and/or adolescents.

- **Advertisement:** Clarify the organisation's commitment to safeguarding.
- **Shortlisting:** Obtain and scrutinise information in applications/CVs - resolve any gaps, discrepancies or anomalies in employment history.
- **Interviews:** Include questions around safeguarding, the Code of Conduct and working with children, adolescents, adults with special needs and women
- **Self-disclosure:** The shortlisted candidates will sign a self-disclosure form, stating that they have not been involved in any crime, illegal act, sexual harassment or child abuse case **previously.**
- **Background/reference checks:** Verify the successful applicant's identity, their employment history, and qualifications. Offers should not be confirmed, until all checks have been completed.
- **External checks:** Conducted according to organisational policy and country requirements – where required, police verification should be conducted.

13. Safe Partnering

Even when BRAC is working with children, adolescents, adults with special needs and women, through partner organisations (suppliers, vendors, downstream partners, consultants, etc.), BRAC aims to safeguard them.

- Wherever BRAC is working with, funding, or supporting other partner organisations, to work directly with children, adolescents, adults with special needs or women, the provisions of this policy and guidance should be reflected in the partnership arrangements.
- Reaching an agreement, along these lines with partners, should be envisaged as a dialogue. It will be done through discussion and negotiation, if necessary, as a part of advocacy and capacity-building strategies.
- The partners should have their own safeguarding policy, which broadly follows the provisions of this policy, or should adopt the BRAC policy.
- The partners should commit to implement the policy, to the safeguarding of children, adolescents, adults with special needs and women against abuse, that is, against sexual harassment, intimidation and violence, bullying, humiliation and discrimination, neglect and exploitation.
- BRAC should be satisfied, that the practice and management arrangements of its partners reflect this common commitment to safeguarding.
- If a case of abuse within a partner organisation comes to its attention, BRAC will always act to make sure that the abuse is stopped, and the case is followed up in an adequate manner.
- All partners should understand and be warned, that BRAC will not accept, that cases of suspected abuse are not adequately followed up. Such a lack of adequate follow-up could result in the end of the partnership.
- All partners should understand and be warned, that BRAC will not accept, that safeguarding policies are lacking, or are inadequately implemented, and high-risk groups are put at risk of abuse. Such a lack of policy or implementation could result in the end of the partnership.

14. Review of Policy and Procedure

The policy will be reviewed at a minimum of every 2 years, or when it is shown necessary, that additional issues need to be identified and addressed, such as, with a significant change in context or program or change to legislation.

BRAC will ensure a regular assessment on staff awareness and application of the policy, through its' Monitoring Department.

Annex I

BRAC Child Protection Code of Conduct

Definition of Child: BRAC recognizes a person under the age of 18 years to be a Child.

General

BRAC's Code of Conduct on Child Protection embodies our commitment to human development and dignity. The Code of Conduct strengthens the roots of our vision of "A world free from all forms of exploitation and discrimination, where everyone has the opportunity to realise their potential." This Code of Conduct outlines the standards of conduct that shall guide the actions of all BRAC staffs, with respect to their engagement with children. Attention to the protection and well being of children is essential to the fulfillment of BRAC's purpose. The immediate implementation of a Code of Conduct, will serve to accelerate the realisation of BRAC's vision.

All BRAC employees pledge to abide by the following Code of Conduct:

1. Employees shall: Not speak or act disrespectfully towards a child or a child's family, because ofthe child's socio-economic background, class, gender, religion, ethnic or social origin, property, disability, political or other opinion, or other status.

2. Employees shall: Encourage and respect children's voices and views, and listen to children, and always act in the best interests of the child.

3. Employees shall: Encourage children's personal, physical, social, emotional, moral and intellectual development, and create an environment which enables such development. Children shall not be excluded on the basis of gender, disability, ethnicity, religion or any other criterion.

4. Employees shall: Be aware of situations, which may present risks to children, and try to prevent and manage such situations, by planning and organising the work and the workplace, so as to minimise risk of violations of this code.

5. Employees shall: Ensure that a culture of openness exists, to enable issues or concerns to be raised, and discussed by children or their families. Employees shall never scold or ridicule a child for raising any issue or concern. Employees shall make children feel confident and secure and safe in voicing their concerns, as well as take a clear stand, when other adults physically or verbally abuse a child.

6. Employees shall: Be aware of the potential for peer abuse (e.g. child bullying, discriminating against, victimizing or abusing other children) and of high-risk, peer situations (e.g. unsupervised mixing of older and younger children, and possibilities of discrimination against minors).

7. Employees shall: Be aware that adults are always responsible for their behaviour, regardless

of the child's behaviour. This awareness must extend to cases, which require the employee to act on stories, that children might tell about abuse they have suffered by other children or by other adults.

8. Employees shall: Whenever possible, ensure that adults do not isolate themselves with one child, and that another adult is present, when working in the proximity of children.

9. Employees shall: Remember that all staff members are accountable under this code, and that violation of this Code shall result in appropriate and lawful measures taken by the organization, and under the law of the land.

10. Employees shall: Report violations, so that poor practice or potentially abusive behaviour does not go unchallenged.

11. Employees must immediately report suspected or alleged abuse by any other employees, regardless of their positions, pursuant to the complaints procedure of this code.

Prohibited Conduct

1. Employees shall not: Develop relationships with children, which could in any way be deemed exploitative, abusive, or inappropriate. Employees shall not act in ways that may be abusive, or may place a child at risk of abuse.

2. Employees shall not: Develop or attempt to develop intimate physical or sexual relationships with children. Neither shall the employees encourage any child to develop romantic type of feelings for any one.

3. Employees shall not: Take pictures, videos or any other recording (audio, video, pictorial) of Children, without their permission, or their guardian's permission, and/or use such material for commercial or non-commercial or personal use, without their informed consent.

4. Employees shall not: Use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate, and also shall not use any language, that will mentally or emotionally abuse any child.

5. Employees shall not: Invite unaccompanied children to their home, or encourage meetings outside the program activity, unless they are at immediate risk of injury or in physical danger.

6. Employees shall not: Encourage other staffs to hold or care for the child, when the child accompanies its parent on work related travel. This shall not apply to designated caregivers.

7. Employees shall not: Be with a child alone in a closed room or a place where no one else can see the employee. If an employee is alone with a single child at any time, that employee must ensure that another adult is present, or at least close by.

8. Employees must be visible in working with children, and should meet with child(ren) in a central, public location, except for when the dignity or safety of the child needs to be protected with privacy.

9. Employees shall not: Kiss, hug, fondle, rub, or touch a child in an inappropriate way. The child must be able to withdraw from any physical contact whenever they want to.

10. Employees shall not: Do things of a personal nature that a child could do for him/herself, including dressing, bathing, and grooming.

11. Employees shall not: Initiate physical contact (e.g. holding hands), unless initiated by the child. The child must be able to initiate as well as terminate any physical contact, including holding hands, unless a dangerous situation exists, and it is necessary for the safety of the child, such as in traffic or crossing the road or similar situations.

12. Employees shall not: Allow children to engage in sexually provocative games with each other, and shall not stand aside when inappropriate actions inflicted by children on other children or other adults occur, even though it may be frequent and common.

13. Employees shall not: Condone, or participate in behaviour of children, which is illegal, unsafe or abusive, and shall not behave physically in a manner, which is inappropriate or sexually provocative with each other or with other adults.

Annex II

Child Risk Assessment Template

Programme Name:
Component Name:

#	Risk Name	Description	Root Causes	Risk Rating	Mitigation Plan
1				Likelihood: Impact: Rating:	
2				Likelihood: Impact: Rating:	
3				Likelihood: Impact: Rating:	

Prepared by:
Name and designation:
Signature and date:

Annex III

Confidential

Complaint Format for children

**** Parents and/or legal guardian must consent and accompany child during the complaint process**

Date:
1. Types of abuses: (a) Verbal (b) Physical (c) Emotional (d) Others
2. Name of Complainant
   Name: .....
   Address:.....
   Tel/Mobile (If available):……E-mail(if any):……

3. Information of Child victim:
   Name…….
   Age……
   Related to BRAC program/department/enterprise
   Home address……..

4. Relation between Victim and Complainant:……..
5. Name of Accused:.....PIN:.....
Designation…….. Program/Dept.:……Branch:……
Area:…….Region:…….....District:……
Tel/Mobile (If available):…… E-mail(if any):…….....
6. Incident Time and Date:……7. Place of Incident:……..…….

8. If there is any Eye Witness (For BRAC Staff):
   a) Name.....PIN:..... Designation:.....
   b) Name.....PIN:.....Designation:.....
   (In case of non BRAC staff):
   a) Name.....Vill:..... P.O:.....
   Upazilla:..... District:..... Tel/Mobile (If available):……..…
   b) Name.....Vill:.....P.O:.....
   Upazilla:.....District:..... Tel/Mobile (If available):……

9. Immediate taken action (If any)**:**

10. Does the victim need any medical, counseling?

11. Brief Description of the Incident (can be used a separate paper if needed):

Name of the Applicant:.....

Signature & Date:.....

BRAC Center, 75, Mohakhali, Dhaka-1212,

Help line no: 01729-071546 & 01755692023 Tel: 9881265/8824180 Ext. 5457, 5455, 5458

Annex IV

BRAC interview protocol: Collecting stories from people in vulnerable situations

The following protocol is drawn from BRAC's work in the field, as well as best practices from the Dart Center for Journalism and Trauma, European Federation of Journalists and others.

BEFORE THE INTERVIEW

1 - KNOW WHAT IT WILL BE USED FOR

This may of course change over time, depending on the content of the interview, but we need to know the basic reason for the interview and how it is going to be used. This will need to be shared with the interviewee as part of the introduction.

2 - ORGANISE SUFFICIENT SUPPORT

At least one female para-counsellor, or a similar specialisation of staff must be present, preferably one who the interviewee is already familiar with. This is so the support staff member can do a follow-up session, and also so the interviewee has a contact if support is needed at any point afterwards. A representative from the communications team would also be ideal, depending on their availability.

3 - ENSURE AN APPROPRIATE PLACE

Ensure a safe, private space. This means privacy from BRAC and non-BRAC staff, as appropriate. Ensure that the location is adequately secured, and no one is listening through outside walls or doors.

No film crews, under any circumstances, or men, are to enter Women Friendly Spaces.

4 - ENSURE CONSENT

Consent is needed when collecting stories. If language/understanding/reading/writing skills are limited, consent can be gained verbally, and a translator must be used. A template for consent/checklist to cover can be obtained from the BRAC communications department. Ensure to explain all of the check boxes to the interviewee, and translate as appropriate.

5 - MINIMISE THE NUMBER OF NON-FAMILIAR PEOPLE

Ensure the number of visitors and any equipment used is minimised.

DURING THE INTERVIEW

6 - ALWAYS STICK TO THE MOST BASIC HUMANITARIAN MAXIM: DO NO HARM

Never ask “How do you feel?” or say, “I know what you must be feeling.” Simply introduce yourself and let them know, “I am sorry for what you are going through.”

Don’t start with hard questions. Ask interviewees about themselves and get some sense of their lives, before asking about their most vulnerable moment. A good start is, ‘Tell me about your village before the violence came.’ This will help put them at ease.

Reliving trauma takes a toll. Tell interviewees how much you appreciate their willingness to share their stories, and tell them what the interview will be used for.

7 - SEE PEOPLE, NOT LABELS

Work with empathy and respect, not with pity and condescension. Reflect on your own biases. Don’t assume, ask. Don’t shy away from hard questions. Treat people as you would want them to treat your family. Be polite and compassionate. Don’t believe in stereotypes. Keep an open mind, and find out for yourself. That’s what storytelling is all about - reporting your own findings, no matter what the public or anyone else wants to hear.

8 - DO NOT ASK HOW BRAC CHANGED THEIR LIFE

If you need to ask how BRAC supported them, to lift themselves out of a difficult situation. BRAC’s vision is a world where everyone has the opportunity to realise their potential, not a world where BRAC is helping everyone.

9 - SHARE HUMAN FEELINGS

The quality of information you get will depend on your ability to develop trust. Share how you feel.

10 - ENSURE THE INTERVIEWEE HAS A SENSE OF CONTROL THROUGHOUT THE INTERVIEW

Trauma happens to people without their permission. Responsible storytelling makes certain that interviewees are giving their permission freely at every stage. No one

should feel bullied or forced to share anything. Some people share stories quickly, but many do not.

After you have established some rapport, rather than asking open-ended questions about general events, establish with your interviewee that there is something specific you hope to speak about. Then ask them to tell you as much as they can about that event or topic. After they've given you all the information they feel comfortable sharing, it becomes your job to tell them which parts you want more details on. This way can avoid forcing your interviewee to talk about details they don't want to share or think about.

Interview people in a context that is very different from the situation they were in, when they experienced a traumatic event, and keep bringing those differences to their attention, by saying, for example, "That was when you were back in District Barisal, and now we are here together in District Tangail." It could be as simple as keeping the lights bright and making sure they have enough water to drink. Small things like fresh tea can help place them in the here and now. This helps with handling emotions and managing the interview.

If an interviewee signals any discomfort at any point, immediately stop the interview and only continue when/if the para-counsellor gives approval.

11 - LOOK FOR SIGNS OF TRAUMATISATION

If they start to cry, if their breathing quickens, or if you notice they're looking at the door or around the room, it might be a sign that they don't feel safe — or that, what you are talking about is reminding them of the trauma in a negative way. Take a step back, and ask them if they are okay to continue the interview, or if you can do anything to make them feel safer.

If your interviewee starts to complain that they're feeling very hot for no reason, or if they are zoning out and stop responding to your questions, they might be dissociating. The best thing to do is to quickly try to reorient them. Keep talking. Ask things about the here and now such as, "Can you tell me where you are? Can you describe what the room looks like?" Those kinds of questions will be more helpful than general questions like, "Are you ok?"

Interviewees may be suffering from PTSD. Make every effort to give control to interviewees. by making it clear that they don't have to answer questions, and can end the interview at any time.

12 - KEEP AN EYE ON THEIR PHYSICAL HEALTH

Make sure they, and anyone with them (particularly children), are comfortable, not too hot or cold and not thirsty.

13 - FOLLOW BRAC AUDIOVISUAL POLICY IF CAPTURING PHOTOGRAPHS/VIDEO

The BRAC audiovisual policy can be obtained from the BRAC Communications Department. All BRAC staffs need to follow it, and it must be provided to all creative partners.

AFTER THE INTERVIEW

14 - RESPONSIBLY REPORT STORIES

Headlines like “Victims have been raped thousands of times” are shocking, but don’t say anything helpful about the event or the people involved. The focus becomes sexual exploitation, rather than a story about the complexity of the person, his or her experiences and the broader context. The more interesting story would be about recovery, how they might try to make meaning of what happened to them and their hopes for the future. Storytellers should make an effort to focus on aspects that make a person stand out as unique, rather than one of a million who suffers. Those stories are more valuable for an audience, don’t fuel stereotypes, and are more respectful to the person or people being reported on.

15 – DISCLOSURE OF IDENTITY

Explain to the interviewee the nature of the content that will be produced, and the channels in which it will be shared through, and if they are willing to disclose their identity. As per the checklist in the consent form mentioned in (4), if they place any restriction on BRAC for disclosure, we must comply. Restrictions could include, for example; their real name, hometown, names of parents/siblings.