



Biennial Conference on Alternative Care for Children in Asia (BICON)

Safeguarding & Data Protection Policy

(updated: May 2025)

Introduction

The Biennial Conference on Alternative Care for Children in Asia (BICON) organisers are committed to protecting everyone, in particular, the children and young people, who participate in or engage with the BICON conference in any way. A child is defined as any person under the age of 18 years¹ and a youth is defined as being between 15 and 24 years².

The purpose of this policy is to provide all organising members and participants with the overarching principles which guide our approach to safeguarding in general, and our approach to safeguarding children and adults when using the online video conferencing platform and ongoing social media discussions and communications.

Note: this policy is used in conjunction with all organising committee members safeguarding policies which are available on the BICON Website '[BICON Asia](#)'.

The Eventbrite platform also includes a '[code of conduct](#)' – which all participants and speakers have to acknowledge and adhere to.

BICON Safeguarding Contacts

To ensure that safeguarding is central to the BICON conference – before, during and post conference, BICON has designated central safeguarding contacts who will record, respond to, refer, and follow up on all reported safeguarding incidents that are reported before, during and after the conference.

The BICON Safeguarding e-mail address is safeguarding@bicon.asia – all complaints, concerns or safeguarding enquiries should be sent to this email address.

¹ http://www.unicef.org/adolescence/index_66834.html

² [YOUTH Definitions \(un.org\)](#)



The allocated BICON Safeguarding representatives are:

- Dr. Gurneet K. Kalra, Manager, Research and Advocacy, Udayan Care
- Surja Chauhan, Member of BICON CareExperienced Group & Program Coordinator, Udayan Care
- Mark Riley, Technical Lead India, Hope and Homes for Children

BICON Safeguarding Measures

The following measures will be used to ensure that participants are protected before, during and after the BICON conference:

Pre and post-conference:

- All participants will sign up to the code of conduct prior to the conference.
- Children and young people will be briefed prior to attending the conference—both on the code of conduct and on how to contact the BICON Safeguarding Representatives.
- All safeguarding incidents will be reported to the BICON Safeguarding Representatives using the email provided above.
- Abusive or inappropriate behaviour by ANY persons attending BICON organising meetings and on BICON social media communications will not be tolerated, and the offending person will be removed from online session and/or will be asked to leave the session and potentially referred to the appropriate authorities -see the 'behaviour section' below for more information.
- All abusive or inappropriate messages and images will be removed from BICON social media platforms.
- All organising committee members will monitor their own BICON social media platforms and remove any abusive and inappropriate messages and images. All of these incidents will be reported to the BICON Safeguarding Representatives.
- The use of images and videos of children, youth, or vulnerable persons must be conducted with informed consent, ensuring dignity, privacy, and safety are preserved at all times, and that materials are used solely for authorized, non-exploitative purposes.
- Young people (through the BICON CareExperienced Reference Group) have the right to veto what is and is not published and made publicly available from BICON in alignment with the safeguarding principles of BICON Asia.



- Any complaints or allegations made on BICON related social media, against any persons or organisations, related to BICON or not, shall be treated with the utmost urgency and responded to within 24 hours. Any complaints or allegations made should be passed onto the BICON Safeguarding Representatives within 24 hours.

During the BICON conference

- At the beginning of the conference and each session, information on appropriate behaviour will be shared along with whom to contact if there are any concerns.
- Participants will be instructed not to take screenshots, photographs or videos on their smartphones or other devices. Any relevant presentations or worksheets will be provided in digital format.
- Adults will only engage with young adults in an appropriate and respectful manner, upholding all the BICON safeguarding principles.
- All staff, volunteers, and participants are expected to respect the diverse range of beliefs and worldviews represented at the conference. To ensure an inclusive and welcoming environment for everyone, individuals should avoid promoting or advocating for specific religious or political perspectives and refrain from using overtly religious and political language or framing in presentations or discussions.
- BICON will ensure that every breakout room/session contains at least one allocated safeguarding representative. The representative will monitor the session to ensure compliance with the BICON code of conduct and report back to the BICON Safeguarding Representatives any issues or breaches of the code of conduct, or anything else related to safeguarding that needs to be followed-up.
- While BICON believes that being able to see one another helps our sessions feel more interactive and personal, we respect that some participants may wish to turn their video feed off during the conference, or parts of it. They can turn off the video at any time.
- BICON is committed to fostering an inclusive environment where individuals of all identities—regardless of gender, orientation, ability, caste, religion, background or legal/migration status—are treated with respect, dignity, and equality.
- BICON sessions will be recorded for use as reference in the case of an incident or dispute and also for marketing and training purposes, unless young people specifically ask for sessions not to be recorded. More



information on the BICON data management is available in our Privacy Policy and more information on recording can be found in the 'Recording & Data Management' section below.

Behaviour

BICON's commitment to protecting children and young people in our conference includes protecting young participants from others who may seek to engage in abusive or inappropriate behaviour. We are well aware that online platforms, which offer video and audio functionality, are open to many varieties of abuse, and BICON is clear that we have a zero tolerance policy to abusive or inappropriate behaviour.

The following activities are considered abusive or inappropriate and will result in banning from the BICON conference and all future online or in-person events:

- Posting abusive or inappropriate messages in chat
- Sending abusive or inappropriate messages to the host
- Using abusive, insulting, or offensive language
- Sharing inappropriate images
- Attempting to address or contact children and young people outside of the conference without prior permission and consent of the BICON Steering Committee

Recording & Data Management

The BICON conference event will be organised through the Eventbrite platform.

You can find more information about how Eventbrite handles personal data by reading the platform's data protection policy: [Eventbrite Data Protection](#)

Some sessions which are approved by the BICON Care Experienced Reference Group will be recorded on the cloud and be made available for future examination.

Reporting an incident

BICON wants all participants to feel that they are in a safe, comfortable, and professional environment when taking part in any of our preparation meetings, events, during the online conference and in BICON related / hosted social media communication.



If any conference participant or persons engaged in social media communications feels unsafe, uncomfortable or wishes to raise a complaint, they should feel free to contact us directly using the BICON safeguarding email address provided..

The BICON Safeguarding Representatives will respond to all messages within one working day and, if necessary, involve the relevant authorities or related organisations as soon as possible.

The BICON Safeguarding Representatives will record, refer, monitor and report on ALL incidents and ensure that the agencies receiving the complaint are following their procedures as set-out in the Safeguarding policy.

Further information

For further information on how we are protecting children and young people before, during or after the BICON conference, please contact: safeguarding@bicon.asia.