



Global Safeguarding Policy

Last updated 2018

Context

Purpose of this policy

The purpose of this policy is to protect people, particularly children, at-risk adults and beneficiaries, from any harm that may be caused due to their coming into contact with AfriKids staff or operations.

This policy lays out the commitments made by AfriKids and informs staff and associated personnel of their responsibilities in relation to safeguarding.

What is safeguarding?

AfriKids subscribes to the UK Government's Department for International Development (DfID)'s definition of safeguarding:

Safeguarding means taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse and harassment from occurring; to protect people, especially children and vulnerable adults, from that harm; and to respond appropriately when harm does occur or is at risk of occurring.

This definition draws from our values and principles and shapes our culture. It pays specific attention to preventing and responding to harm from any potential, actual or attempted abuse of power, trust, or vulnerability, especially for sexual purposes.

Safeguarding applies consistently and without exception across our programmes, partners and staff. It requires proactively identifying, preventing and guarding against all risks of harm, exploitation and abuse and having mature, accountable and transparent systems for response, reporting and learning when risks materialise. Those systems must be survivor-centred and also protect those accused until proven guilty.

Safeguarding puts beneficiaries and affected persons at the centre of all we do.

In brief, safeguarding means protecting people from harm caused by coming into contact with AfriKids' staff or operations.

Scope of this policy

This policy applies to all AfriKids staff and associated personnel, including (but not limited to) non-executive directors/trustees; consultants; volunteers; contractors; agency workers; programme visitors including journalists/media, celebrities and politicians.

This policy applies at all times, including in both the professional and personal lives of these people, while they are engaged with work or visits relating to AfriKids.

Associated policies

- Code of Conduct
- Anti-Bullying and Harassment Policy
- Disclosure of Malpractice in the Workplace (Whistleblowing) Policy
- Complaints Policy
- Procedures for reporting and response to safeguarding concerns
- Procedures for safeguarding in staff recruitment

Policy statement

AfriKids exists to be a positive force for change; to protect and promote fundamental human rights.

No person who comes into contact with AfriKids should ever face harm because of our staff, representatives or operations.

Robust procedures ensure we are doing everything we can to **prevent, report and respond** to any incidents or concerns of such harm.

Prevention

Responsibilities of AfriKids

AfriKids will:

- Ensure all staff and associated personnel know, understand and commit to their responsibilities within this policy
- Ensure risks of harm are carefully considered and mitigated in the design and delivery of every AfriKids project and initiative (including how information about individuals will be gathered and processed)
- Ensure risks of harm are carefully considered and mitigated in the design and delivery of AfriKids' communications (including the disclosure of people's identities in public materials)
- Apply stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel
- Ensure all staff and associated personnel receive training on safeguarding at a level that is appropriate to their role with the organisation
- Respond to reports of safeguarding concerns promptly and in line with due process

Responsibilities of staff and associated personnel

The following responsibilities apply at all times (ie in both your personal and work life) while you are engaged with work or visits relating to AfriKids.

As AfriKids staff or associated personnel **you will not:**

- Sexually abuse or exploit any person
- Subject any person to physical, emotional or psychological abuse, or neglect
- Engage in any form of sexual activity with a child (anyone below 18 years of age)
- Engage in any commercially exploitative activities, particularly with children or vulnerable adults, including child labour or trafficking
- Exchange (or offer/imply an offer of) money, employment, goods or services for any form of sexual activity. This includes any exchange of AfriKids assistance that is due to beneficiaries
- Engage in any form of sexual activity with AfriKids' beneficiaries of assistance (of any age), since they are based on inherently unequal power dynamics and pose a risk of conflicted interests

As AfriKids staff or associated personnel **you will:**

- Support and uphold the AfriKids Safeguarding Policy and all efforts the organisation makes to protect people from harm
- Proactively report (via AfriKids' safeguarding reporting procedure) any concerns or suspicions regarding safeguarding violations by any AfriKids staff member or associated personnel. It is a disciplinary offence not to disclose knowledge of such an incident
- Ensure they meet all safeguarding responsibilities assigned to them

Reporting

AfriKids will ensure that safe, appropriate and accessible means of reporting safeguarding concerns are available to all staff and the communities we work with.

Any staff reporting concerns or complaints through formal whistleblowing channels (or if they request it) will be protected by AfriKids' Disclosure of Malpractice in the Workplace (Whistleblowing) Policy.

AfriKids will also accept reports from external sources such as members of the public and stakeholders.

How to report a safeguarding concern

Staff members who have a concern relating to safeguarding should report it immediately to their Safeguarding Focal Point. If the staff member does not feel comfortable reporting to their Safeguarding Focal Point (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern), they may report to another Safeguarding Focal Point or appropriate staff member (for example a senior manager or member of the HR team, who will be trained in the reporting response procedure).

Safeguarding Focal Point, AfriKids (UK):

Charlie Hay, CEO

In person or in writing at: AfriKids, 21 Southampton Row, London WC1B 5HA

Via email to: charlie@afrikids.org

Via office phone on: (+44/0) 207 269 0747

Via mobile phone on: (+44/0) 7845 212 464

Senior Safeguarding Focal Point, AfriKids Ghana:

Linda Marfoh, HR Manager

In person at: AfriKids Ghana, Pusu Namongo, Bolgatanga-Tamale Road, Upper East Region, Ghana (near the Farmer Training Centre)

In writing to: AfriKids Ghana, PO Box 166, Bolgatanga, Upper East Region, Ghana

Via email to: lindamarfoh@afrikids.org

Via office phone on: (+233/0) 382 097 134

Via mobile phone on: (+233/0) 203 296 488

Response

AfriKids will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations (see Procedures for reporting and response to safeguarding concerns in Associated policies).

AfriKids will apply appropriate disciplinary measure to staff found in breach of this policy. AfriKids will offer support to survivors of harm caused by staff or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor or an appropriate guardian/representative where necessary.

Confidentiality

Confidentiality will be maintained at all stages of the process of dealing with safeguarding concerns. All information will be shared on a strictly need-to-know basis and will be kept secure at all times.

Glossary

Word/term	Meaning
Child	Any person below 18 years of age
At risk adult/vulnerable adult	A person is or who may be in need of care by reason of mental or other disability, age or illness; and who is or may be unable to take reasonable care of him or herself or unable to reasonably protect him or herself against significant harm or exploitation
Beneficiary/beneficiary of assistance	Someone who directly receives a benefit (goods or services) from the Charity's programmes. Note that the misuse of power can also apply to the wider community that the Charity serves, and can also include exploitation by giving the perception of being in a position of power.
Harm	Psychological, physical and any other infringement of an individual's rights
Psychological harm	Emotional or psychological abuse, including (but not limited to) humiliating and degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation
Sexual abuse	The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions
Sexual exploitation	Any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including (but not limited to) profiting monetarily, socially or politically from the sexual exploitation of another. This definition includes human trafficking and modern slavery.
Protection from Sexual Exploitation and Abuse (PSEA)	The prevention of sexual exploitation and abuse of affected populations by the Charity's staff or associated personnel.
Survivor	The person who has been abused or exploited. The term "survivor" is often used in preference to "victim" as it implies strength, resilience and the capacity to survive, however it is the individual's choice how they wish to identify themselves.
The Charity	AfriKids (UK) and AfriKids Ghana
Staff	All staff contracted by AfriKids (UK) and AfriKids Ghana
Associated personnel	Any person engaged with work or visits relating to AfriKids, including (but not limited to) non-executive directors/trustees; consultants; volunteers; contractors; agency workers; programme visitors including journalists/media, celebrities and politicians.
AfriKids Representative	All staff contracted by AfriKids (UK) and AfriKids Ghana; associated personnel while engaged with work or visits relating to AfriKids, including (but not limited to) non-executive directors/trustees; consultants; volunteers; contractors; agency workers; programme visitors including journalists/media, celebrities and politicians.