

Version: 15 January 2020

# Safeguarding policy 2020

## Macheo Children's Organization



### OUR MISSION

The mission of Macheo is to empower and protect vulnerable children and their communities so that they can lead a bright future.



### OUR VISION

Our vision is a society where children live happily in a safe, caring and stimulating environment.



### OUR PURPOSE

Our purpose is to release restrained potential in children.

## Table of Contents

1	Introduction .....	4
1.1	Preamble .....	4
1.2	Why the policy .....	4
1.3	Foundation of Macheo Safeguarding Policy .....	5
a)	Macheo Core Values .....	5
b)	Consultation .....	5
c)	Right Based Approach.....	5
d)	Ownership .....	5
e)	Transparency .....	6
f)	Sensitivity .....	6
g)	Confidentiality .....	6
1.4	Alignment to other policies .....	6
1.5	Problem Statement .....	6
1.6	Definitions .....	7
2.	Risks assessment/ Risk Mitigation .....	9
3.	Recruitment and engagement of staff and associates .....	11
3.1	Guidelines for code of conduct/Behavior Protocol .....	11
4.	Training and Education .....	13
5.	Safe Program Design .....	13
5.1	Local Mapping.....	13
6.	Communication guidelines.....	13
6.1	Communication about Children and vulnerable adults.....	13
6.2	Precautions for children and vulnerable adults against harm .....	14
6.3	Other Protection of Children and Vulnerable adults in sponsorship .....	14
7.	Management Responsibilities .....	15
8.	Reporting/Responding to Concerns .....	15
8.1	Managing disclosure .....	15
8.2	Reporting .....	16
8.3	Management and Investigation .....	16
8.4	Support to the child .....	18
8.5	Intervention procedure in case of child safeguarding concern.....	19
9.	Implementation and Review .....	20

9.1 Monitoring and Compliance .....	20
9.2 Review of Policy .....	20
Appendix 1 STATEMENT OF COMMITMENT TO SAFEGUARDING POLICY .....	21
Appendix 2 Child Protection Concern Reporting Form .....	22
Appendix 3 CHARACTER REFERENCES.....	27
Appendix 4 Declaration of Criminal Convictions .....	28

# 1 Introduction

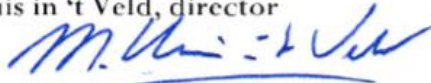
## 1.1 Preamble

This document is 'A statement of intent that demonstrates Macheo Children's Organization's zero tolerance to abuse of children and vulnerable adults in our commitment to safeguard them from harm. It helps to create a safe and positive environment for children and to show that the organization is taking its duty and responsibility of care seriously.'

This document is fully adopted and supported by Macheo's Management Team

**Marnix Huis in 't Veld, director**

Signature:



Date:

15.1.2020

**Joan Wambui Mburu, Manager MCH and Psychosocial**

Signature:



Date:

15/1/2020

**Seth Kirigwi Mwangi, Manager Service Delivery E&S, HFN, Shelter**

Signature:



Date:

15/1/2020

**Julia Karwitha Wanjiru, Area Social Work Manager**

Signature:



Date:

15/1/2020

**Annastacia Mukenyi Mwenzwa, hr and administration manager**

Signature:

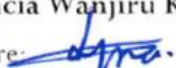


Date:

15/1/2020

**Anastacia Wanjiru Kimemia, finance manager**

Signature:



Date:

15/1/2020

## 1.2 Why the policy

The policy addresses both issues related to the prevention of abuse and actions that should be taken, if and when abuse takes place in Macheo Children's Organization and its areas of operation. It sets out guidelines and standards that must be put into practice at all times and is applicable to all who are in direct or indirect contact with Children, Vulnerable adults, and other stakeholders, regardless of cultural context. The policy is also applicable to all staff, volunteers, contractors, donors and visitors.

## 1.3 Foundation of Macheo Safeguarding Policy

Macheo safeguarding policy is in line with the organization's mission which is to empower and protect vulnerable children and their communities so that they can lead a bright future. The safe guarding policy is also in line with our core values which are child orientation, integrity, team work and professionalism. The policy is intended to promote consultation, rights based approach, ownership, transparency, sensitivity and confidentiality to the staff, beneficiaries, general public, donors and other stakeholders.

### a) Macheo Core Values

**Child Orientation:** All Macheo representatives must display a personal, caring, professional and efficient way to respond to pronounced and unpronounced children's needs. The children's best interest should be a guiding principle in all we do.

**Integrity:** All Macheo representatives must behave in an honest, trustworthy and ethical manner.

**Team work:** For Macheo team work means all employees must show respect for the views and contributions of other team members; listen, support and care for others, build teams and reconcile conflict, adapt to the team and fit in well. The team is defined as all stakeholders involved in all the work we do.

**Professionalism:** It means that we strive towards creating highest possible impact for all beneficiaries with available resourced and partnerships. Professionalism also means we are committed to continuous improvement of skills, knowledge and application thereof.

### b) Consultation

Relevant stakeholders will be consulted in case of changes in Macheo operations procedures, interventions, reviewing the safeguarding policy and when starting new projects/interventions.

### c) Right Based Approach

Macheo Children's Organization safeguarding is guided at all times by the United Nations of Charter on the Rights of Children (UNCRC). These are;

- The best interest of the child
- Nondiscrimination
- Participation
- Survival and development

Safeguarding of vulnerable adults shall be guided by the universal declaration of human rights and the bill of rights.

### d) Ownership

When reviewing the safeguarding policy, consultation with relevant stakeholders will be mandatory. Stakeholder's ideas will enable all to own the policy and hence take responsibility for implementing protection in their work.

#### e) Transparency

Open and timely communication on any changes and new developments shall be made to prevent confusion and rumors. Processes/procedures for all interventions shall be made clear to all stakeholders. Clear procedures are applicable not only to interventions level but also to administrative activities.

#### f) Sensitivity

The issue of child abuse shall be handled with confidentiality so that people do not feel threatened to undergo screening. Children and vulnerable adults should be kept informed about the reporting process and the outcome of the investigations. To promote safeguarding, all staff have the responsibility to report any kind of abuse irrespective of friendships and position in the organization.

#### g) Confidentiality

Macheo will ensure that legal and ethical procedures are followed to maintain confidentiality and protect the privacy of individuals. However, the information may be shared with relevant people at the right time to safeguard children and vulnerable adults. The organization shall create an environment where the employees are free to report any vices knowing that their confidentiality is guaranteed.

### 1.4 Alignment to other policies

This policy should be read and applied alongside other Macheo policies and procedures that promote safeguarding. These include but are not limited to the following:

- Macheo HR policy
- Macheo Staff Code of Conduct.
- Behavior Management Procedure

Furthermore, Macheo shall follow local laws and guidelines on child protection.

### 1.5 Problem Statement

Macheo considers safeguarding as all measures to prevent, protect and promote rights of children and vulnerable adults. Safeguarding is both an individual and a corporate responsibility. All children and vulnerable adults have equal rights to protection from abuse and exploitation and inequalities should be challenged. All children and vulnerable adults should be encouraged to fulfill their potential. The welfare of children and vulnerable adults is paramount. Everyone must take precautions and responsibility to help create a safe place. This begins with everyone being well informed and aware of safeguarding issues. Openness must be encouraged about concerns relating to safeguarding matters because abuse thrives on secrecy.

## 1.6 Definitions

Term	Definition	Source
<b>Child</b>	A child is any human being under the age of 18 years.	Children's Act 2001
<b>Vulnerable adult</b>	Anyone above 18years who is at risk of having their rights violated due to their status	
<b>Rights</b>	A claim or entitlement by any human being by virtue of being human	
<b>Vulnerable adult</b>	Anyone above 18years who is at risk of having their rights violated due to their status	
<b>Rights</b>	A claim or entitlement by any human being by virtue of being human	
<b>Child Protection</b>	Preventing and responding to violence, exploitation and abuse against children including commercial sexual exploitation, trafficking, child labor and harmful traditional practices such as female genital mutilation and child marriage.	UNICEF - Child Protection Information Sheet (May '06)
<b>Safeguarding</b>	Actions aimed at preventing, protecting children and vulnerable adults and promoting their wellbeing, taking their views, wishes, feelings and beliefs into account	
<b>Child Abuse</b>	'Any physical, mental or sexual harm committed against a child'	Children's Act 2001
<b>Physical Abuse</b>	<p>"Physical abuse of a child is that which results into actual or potential physical harm from an interaction or lack of an interaction, which is reasonably within the control of a parent or person in a position of responsibility, power or trust. There may be a single or repeated incidents."</p> <p><i>Examples:</i> Hitting, slapping, pushing, violently shaking, bruising, pinching, choking, whipping, burning, scalding, cutting, chaining, biting, forcing to kneel, carry heavy objects, failing to treat sores or wounds, under or overuse of medication, un-prescribed or inappropriate medication, use of restraint</p>	World Health Organization (1999)
<b>Sexual Abuse</b>	<p>Child sexual abuse is the involvement of a child in sexual activity that he or she does not fully comprehend, is unable to give informed consent to, or for which the child is not developmentally prepared and cannot give consent, or that violates the laws.</p> <p>Coercion or force to take part in sexual acts which includes touching and non-touching activities</p> <p>Touching Activities</p> <ul style="list-style-type: none"> <li>- Intercourse with a child</li> <li>- Touching a child private parts for sexual pleasure</li> <li>- Making a child touch someone's genitals</li> <li>- Making a child play sexual games or have sex</li> <li>- Inserting body parts like genitals, fingers or other objects in a child mouth, vagina or anus.</li> </ul> <p>Non-Touching Activities</p> <ul style="list-style-type: none"> <li>- Showing pornography to a child</li> <li>- Exposing an adults genitals to a child(exhibitionism)</li> <li>- Photographing a child in sexual poses</li> </ul> <p>NB According to Macheo A child cannot give consent to sexual any activities.</p>	World Health Organization (1999)

	For staff refer to the HR manual on sexual harassment.	
<b>Emotional / Psychological abuse</b>	Action or inaction by others that causes mental suffering <i>Examples:</i> Mocking, coercing, denying privacy, threatening behavior, bullying, intimidation, harassment, deliberate isolation and deprivation.	
<b>Neglect and negligent treatment</b>	Neglect is the failure to provide for the development of the child in all spheres: health, education, emotional development, nutrition, shelter, and safe living conditions, in the context of resources reasonably available to the family. This includes the failure to properly supervise and protect children from harm.	World Health Organization (1999)
<b>Exploitation</b>	Refers to use of the child in work or other activities for the benefit of others. This includes, but is not limited to child labour and child prostitution. These activities are harmful to child's physical or mental health, education, or spiritual, moral and social-emotional development.	World Health Organization (1999)
<b>Financial</b>	Usually associated with the misuse of money, valuables or property. <i>Examples:</i> Unauthorized withdrawals from vulnerable adult's / child's account, theft, fraud, exploitation, pressure in connection with wills or inheritance.	



## 2. Risks assessment/ Risk Mitigation

Macheo Children's organization will always ensure that in designing programs a risk assessment is carried out and mitigation measures put in place. This risk assessment will be reviewed annually to take into account changes that may have occurred during the year and capture lessons learned.

The following are examples of risk situations that may arise and their mitigation

<b>Risk</b>	<b>Risk mitigation</b>	<b>Person responsible</b>
<b>Child abuse during planned events e.g. games, camps etc.</b>	Adequate caregivers to accompany the children i.e. 1 caregiver for 8 (for 4-6yrs) and 1 caregiver for 10 (for 7 years and above) Ensure 2 adults of opposite sex are present when carrying out activities with children Adhere to behavior protocol	Program Manager
<b>Sickness or accident of a child during Macheo activities</b>	Obtain written consent from parent Clear handing over sheet incase child is on medication Staff trained on first aid to be present always All staff accompanying children to have job cards	All staff
<b>Staff asking favor from beneficiary so as to intake or give intervention</b>	Ensure code of conduct is observed esp. where staff are directed not to ask for any form of favors from beneficiaries Proper orientation of staff to the process of interventions Regular monitoring quality of service provision	Program Manager, Human Resource manager and all staff
<b>Change of procedures and interventions</b>	Timely communication to all stakeholders about the changes	Program managers/staffs.
<b>Taking photos, videos of beneficiaries</b>	Obtain (verbal or written) consent from beneficiaries or their guardians Copyright all documentation from Macheo Visitors should seek consent from management to take photos & videos of Macheo activities.	All staff, Communications department.
<b>Children taking medication and dewormers by themselves</b>	Medication should be stored in a lockable cabinet Medicine to be administered by qualified professional	
<b>Fire</b>	Extinguishers and training Emergency exit doors	Managers in every intervention
<b>Simple accidents that require first aid (MCH, KOP, Clients)</b>	First Aid training. First AID kits availability	Staff on the ground
<b>Major accidents</b>	Staff to always ensure that children are in a safe environment First aid will be offered and	Staff on the ground
<b>Security issues in the workplace</b>	Fencing of the premises Trained security guards	Managers

<b>Reactions to medicine e.g de-wormers</b>	Involving/collaborating relevant health professional	Service providers
<b>Drug abuse due to poor storage</b>	safe storage e.g a lockable cabinets relevant training	Service provider
<b>Food poisoning</b>	Kitchen hygiene, controlling movements in the kitchen e.g. covering the food Testing for aflatoxin in cereals in school feeding in accredited laboratories	Program Manager

### 3. Recruitment and engagement of staff and associates

During interview process applicants should:

- Provide evidence of previous work.
- Provide a certificate of good conduct.
- Provide three relevant references.
- For direct caregivers, conduct a home visit to assess suitability of working with children.

#### 3.1 Guidelines for code of conduct/Behavior Protocol

##### *Do*

- Ensure that safety of children and vulnerable adults is guided by risks mitigation as provided in this document.
- Respect and promote the laws against exploitation and abuse of children and adults.
- Respect non-harmful cultural norms.
- Staff should dress in a professional manner. Refer HR manual - The appearance should be neat and clean and which is not offensive or provocative to others. Ladies should not dress in tights, ragged and pedal pusher. skirts and dresses which are supposed to be just above the knee and cover cleavage. Men should not sag trousers, wear ragged, tight trousers, short, t-shirt with inappropriate wording including those with political affiliation.
- All children's and vulnerable adults' rights must be respected without selection or exclusion on the basis of gender ,disability, ethnicity, religion, culture and other status.
- Involve children and vulnerable adults when making rules for good and bad behavior as well as appropriate action in case of bad behavior.
- Educate children, parents, teachers and members of the community about children's rights. Where possible train members of the community on human rights.
- Educate children and vulnerable adults on unacceptable behavior and about what to do if he or she is exposed to such behavior.
- Be aware of your responsibility as an adult to assess what is (un) suitable.
- Unless it is deemed absolutely necessary for safety or privacy of the child, have door closed, always leave the door open when you are in a room alone with a child, if discussing private information do this in an area that is visible to others. Where possible and practical, adhere to the two-adult rule (have two adults present during activities involving children.
- Keep sensitive personal information about a child and vulnerable adults confidential. Information should only be shared on a need to know basis.
- Develop special measures/supervision to prevent and protect especially children from peers and adult abuse.
- Ensure that a sense of accountability exists between staff so that poor practice or potentially abusive behavior does not go unchallenged.
- Immediately report the circumstances of any situation which occurs which may be subjected to misinterpretation to the designated safeguarding focal person.
- Report suspected or alleged abuse to the designated safeguarding focal person.
- Children and vulnerable adults will be briefed about safeguarding policy.
- Safeguarding focal persons must ensure that the children and vulnerable adults know the name(s) of the person(s) they can report any concerns to. They should be aware that they are free to contact another designated person if they have any questions or if the safeguarding focal person is not available or appropriate.

- Be aware of the child(ren) whereabouts at all times.
- Provide information, advice and support to the children when needed.
- Be aware of the needs of the child(ren) and vulnerable adult and assist in meeting those needs as appropriate or make referrals where you are not able to assist.

### **DO NOT**

- Condone or participate in behavior which is illegal, unsafe and or abusive. This includes traditional harmful practices (e.g. female genital mutilation, witchcraft, early marriage), child prostitution, child trafficking, alcohol and drug abuse and religious harmful practices like failing to take a child to hospital.
- Discriminate against, favor or show differential treatment to some children/vulnerable adults.
- Ask for favor (including sexual, financials or any other favor of any kind), this will be considered as an abuse.
- Place yourself in an avoidable compromising or vulnerable position when meeting with children and vulnerable adults. e.g. do not sit on beneficiaries bed.
- Sleep in the same bed as a child, except in exceptional cases such as when a child is admitted in the hospital.
- Involve yourself in any form of abuse to children or vulnerable adult directly or indirectly.
- Touch children and vulnerable adults in an inappropriate or culturally insensitive way. For staff working in Macheo children's Home and MCP refer to appendix 5.
- Discipline a child and vulnerable adult by withholding attention, care, food, shelter, education or toileting, bathing, dressing etc.
- Do things of a personal nature for a child that they can do for themselves i.e. toileting, bathing, dressing etc.
- Shame, humiliate, belittle, threaten or degrade children or vulnerable adult or otherwise perpetrate any form of emotional abuse.
- Take, download use or distribute photos of children of a pornographic nature, shameful and humiliating.
- Expose children and vulnerable adults to inappropriate or harmful material such as videos, pornographic literature, television programs and harmful internet sites.
- Be under the influence of alcohol or drugs when taking responsibility for a child and vulnerable adult.
- Provide shelter for minors and vulnerable adults in your home. In case of an emergency the local administration authorities (e.g. sub-chief or chief), the police and the manager in charge must be informed.
- Allow children to engage in sexually provocative games with each other.

## 4. Training and Education

Awareness about safeguarding policy issues will be promoted where appropriate in Macheo's forums, such as partners' meetings, staff meetings, leadership meetings and other platforms for events. Macheo safeguarding policy messages will be displayed in different locations.

In order to increase organizational knowledge about safeguarding, all staff and partners should read and practice Macheo's safeguarding Policy. Furthermore, Macheo shall hold safeguarding policy trainings for staffs on quarterly basis.

Macheo safeguarding Policy should be included in partner/consultant agreements.

The focal person shall be responsible for training and educating all stakeholders about the safeguarding policy.

## 5. Safe Program Design

Macheo will ensure that all Project Managers consider safeguarding issues when designing projects so as to reduce potential risks to children and vulnerable adults. This will include carrying out local mapping exercise, identifying risks and developing mitigation strategies and develop a reporting and responding process.

### 5.1 Local Mapping

Macheo shall utilize the available legal resources which will include government bodies or organizations with statutory authority for safeguarding of children and vulnerable adults, children and human rights. Other organizations will include those offering Health services, NGOs, Inter-organization forums, media personalities with passion of child and vulnerable adult rights and corporates /foundations.

When designing programs mapping on the community will include looking at what are the behaviors in the area of operation that cause harm to children, harmful practices, community based justice and safeguarding mechanisms. This shall involve gathering information about community resources such as local advocacy groups, religious groups or organized children and vulnerable adult activities which could support child safeguarding work.

This information shall be contained in a contacts App that will be accessible to relevant stakeholders for ease of access. This shall be updated annually.

## 6. Communication guidelines

### 6.1 Communication about Children and vulnerable adults

With regard to visuals and communications, this policy primarily aims to protect children and vulnerable adults portrayed in images against harm. It also protects children and vulnerable adults who read or access Macheo's visuals against seeing harmful images and headlines. The policy also intends to prevent any form of abuse and exploitation to children and vulnerable concerned. Pictures, videos and data taken in Macheo's projects are to be used by Macheo's communication departments, partners or collaborators in order to sensitize society and to mobilize resources that will be used in Macheo's projects. Hence pictures of children and vulnerable adults in Macheo's projects are not for commercial use.

Where pictures and or videos are shared outside Macheo, Macheo's partners or collaborators, then the copyrights agreement shall be signed.

## 6.2 Precautions for children and vulnerable adults against harm

- The guiding principle of all communication about children and vulnerable adults is the respect for their absolute dignity and integrity which should not be compromised in order to gain empathy.
- All communication about children and vulnerable adults should be aligned with the media law/policy.
- If necessary, use pseudonyms (false name)
- Communications about children and vulnerable adults should use pictures that are decent and respectful, not presenting them as victims. Children and vulnerable adults should be adequately clothed and poses that could be interpreted as sexually suggestive should be avoided.
- Language that implies a relationship of power or that is discriminatory and or degrading must be avoided.
- Images, texts and data should not be manipulated or sensationalized.
- Images, reports and data of children and vulnerable adult should be stored in a secure place and efforts should be made to ensure that donors and partners who request the use of such information do so in an appropriate way following signed agreement.
- Sponsor addresses will not be released by any office under any circumstances without the sponsor's consent.
- Staff members are obliged to inform the safeguarding focal person and or program manager about any concern or suspicion arising about data, information or visual images that is stored and can be interpreted as being potentially harmful to a child(ren) and vulnerable adults.

## 6.3 Other Protection of Children and Vulnerable adults in sponsorship

Staff members are requested to sign Macheo Children's Organization policies and safeguarding policy and acknowledge that they understand procedures related to sponsor visits, including the need to report unannounced/unaccompanied visitors.

Staff members directly relating to sponsors and visitors receive awareness and training about the detection of possible irregularities in requests related to sponsorship.

A sponsored child's history, picture folders and photographs of children and vulnerable adults are stored in locked and secure facilities to which authorized persons have access.

All sponsor correspondence with a sponsored child is reviewed for inappropriate or suggestive, offensive comments and requests. In the event of inappropriate correspondence being discovered, Macheo Children's Organization reserves the right to decline sponsorship relationship.

At the time of sponsorship, sponsors should be advised that Macheo Children's safeguarding policy prohibits unaccompanied visits. Sponsors should always be accompanied by a staff member when visiting Macheo's programs. Sponsors and visitors should be asked to sign a statement that they have received and understood Macheo Children's Organization safeguarding policy.

## 7. Management Responsibilities

It is the responsibility of the management to ensure:

- There is a safeguarding focal person
- Implementation of child safeguarding policies and procedures are regularly monitored
- All new employees receive a copy of safeguarding policy and code of conduct, prior to or at the time of issuing an employment contract and have read, signed and returned copies.
- All new employees receive safeguarding policy training which is relevant and appropriate to their engagement as part of their induction program.
- All associates in their area of responsibility are informed of and have signed up to the safeguarding policy.
- All visitors in their area of responsibility, who are in contact with children are provided with and have signed and returned a copy of the safeguarding policy.
- Vulnerable adults, children and families are aware of the safeguarding policy and applicable local procedure, the behaviors they can expect from staff, associates and visitors and whom to report any concerns.
- Those who have reported safeguarding concerns or are accused of child abuse are given appropriate care, support and protection
- The safeguarding policy is consistent with local legal requirements
- There is a safeguarding committee when a safeguarding concern arises.

## 8. Reporting/Responding to Concerns

This section outlines the procedures that should be followed when a safeguarding concern arises. At every stage of the process the best interest of the child should be upheld. Failure to report or intervene in safeguarding concerns may result in the continued abuse or exploitation of the child and vulnerable adult and implication may result to his/her death. All who work at Macheo Children's Organization funded programs will treat any abuse seriously. All suspected abuse must be reported immediately to the safeguarding focal person or program manager who will take appropriate measure.

### 8.1 Managing disclosure

Child and vulnerable adults' protection cases may arise in any of the following ways:

- A child or vulnerable adult discloses abuse
- Abuse is suspected or observed
- A claim is made about the possible abuse or exploitation of a child or vulnerable adult.

When a safeguarding concern arises, it should first be determined whether the concern is internal to the organization or relates to an external situation. In the latter case, local safeguarding mechanisms apply. When necessary Macheo Children's Organization should consider intervening through advocacy.

This policy is limited to safeguarding concerns that occur within any of Macheo's programs. Safeguarding concerns will be referred to Macheo Child Protection person immediately.

In the case that a child or vulnerable adult discloses abuse, tell them that they are not to blame for the abuse that occurred and praise them for reporting the matter. Explain your responsibility to pass the information disclosed to

safeguarding focal person. Avoid promising a child or vulnerable adult complete confidentiality but limit the sharing of the safeguarding protection concern to those who need to know.

## 8.2 Reporting

The following procedures should begin immediately safeguarding concerns are reported.

Within 24 hours after being informed of an incident, the safeguarding focal person should:

1. Complete the written report on safeguarding Concern Reporting Form (appendix 2). Underlining the details of the allegation. If a safeguarding concern is reported anonymously, the safeguarding focal person should complete the written report to the best of his/her ability. Furthermore, take immediate action to ensure that the child or vulnerable adult in concern is safe
2. Send in the report to the manager, with a copy to the director.

## 8.3 Management and Investigation

If an employee is accused of any form of abuse disciplinary measures according to the HR manual will be followed. All staffs are expected to fully cooperate with the respective authorities during investigations.

All information concerning the incident and investigation is documented in writing.

### *a) Procedure for handling Adult to Child abuse*

When the report on abuse has been received, the following procedures will be followed:

- An action plan to respond to the matter will be developed by the safeguarding focal person, program manager and the Director and implemented immediately. This plan will include setting up a small committee of three or more persons to investigate the alleged abuse.
- Should an allegation be made against the Director, the board in consultation will appoint someone to oversee the investigations.
- The Director (or the designated person investigating the incident) will, as soon as practical, convene a special meeting of the committee appointed to review the suspected behavior.
- The accused must be relieved of all duties or contact with children until the investigation is completed.
- All procedures followed in handling the allegation will be documented. Factual elements of an investigation may include interview notes, witness statements, hard-copies of emails, medical reports, and in some cases audio or video tapes. These need to be gathered in a timely and methodical manner. All documentation should be kept securely locked away.
- During the investigation, all details will be held in confidence by the committee. This is to protect both the staff member and child from potentially damaging information being circulated prior to verification of the facts.
- The Director will be kept informed of all developments in the investigation. If the committee considers the member of staff, volunteer to be guilty of the abuse, appropriate action, up to and including dismissal and legal action, will be determined and implemented.
- During the investigation, a plan to provide the abused child with any necessary support, including counseling as appropriate will be developed and implemented by the committee. A plan for communication to the wider affected community, will also be considered and if found necessary developed and implemented. The Director or another designated person may, as appropriate, notify the parents/guardians of the children who are involved in the alleged abuse, and inform them of the steps that have been or will be taken.



- Within 3 weeks of a safeguarding concern the program manager should ensure that: Internal reporting matters are concluded with a written report. This report should include the details of the investigation, who was involved and what action was taken
- The written report of investigation is submitted to the director
- All reported safeguarding concerns should be recorded in the occurrence book.
- The Sub-County Children's Officer will be informed as soon as possible.

NOTE: The Macheo Children's Organization director should be informed by e-mail (marnix@macheo.org) and updated in every step

### *b) Procedure for handling Child to Child Abuse*

Child to child abuse occurs when a child(ren) abuses other one or more children. This includes when one of the children uses physical force, threats, trickery or emotional manipulation to obtain cooperation.

- Anyone who suspects child abuse will discuss with the Program Manager, safeguarding focal person or Director on the situation he or she has observed within 24 hours.
- An action plan to respond to the matter will be developed by the safeguarding focal person and program manager or director and implemented immediately.
- All procedures followed in handling the allegation will be documented and the Director will be provided with copies of all such documentation.
- A plan to provide the abused child with any necessary support, including counseling as appropriate, should be developed and implemented.
- If the child is found to be guilty of abuse, immediate and appropriate action will be taken. This course of action will depend on the following factors:
  - o The nature of the offence;
  - o The age of the child;
  - o The child's behavioral history in the home;
  - o The likelihood of the offence being repeated.
- The program manager or director or his/her designate may, as appropriate, notify the parents/guardians of the children who are involved in the alleged abuse, and inform them of the steps that have been taken.
- The Director or his representative will be informed of the outcome of the investigation.

Strict confidentiality about both victim and the alleged perpetrator will be maintained at all times.

### *c) Procedure for handling Adult to Adult Abuse*

- In case of safeguarding concern of staff to staff or staff to beneficiaries and other associates the procedure in the HR manual will apply
- Safeguarding concern where a sponsor or visitor abuses staff or beneficiary the following procedure will be used:
  - o Anyone who suspects abuse will report to the program manager, safeguarding focal person or the director within 24 hours
  - o An action plan to respond to the matter will be developed by the safeguarding committee and implemented immediately.
  - o If a member of the committee is a suspect of safeguarding concern, he or she will not participate in resolving the matter.

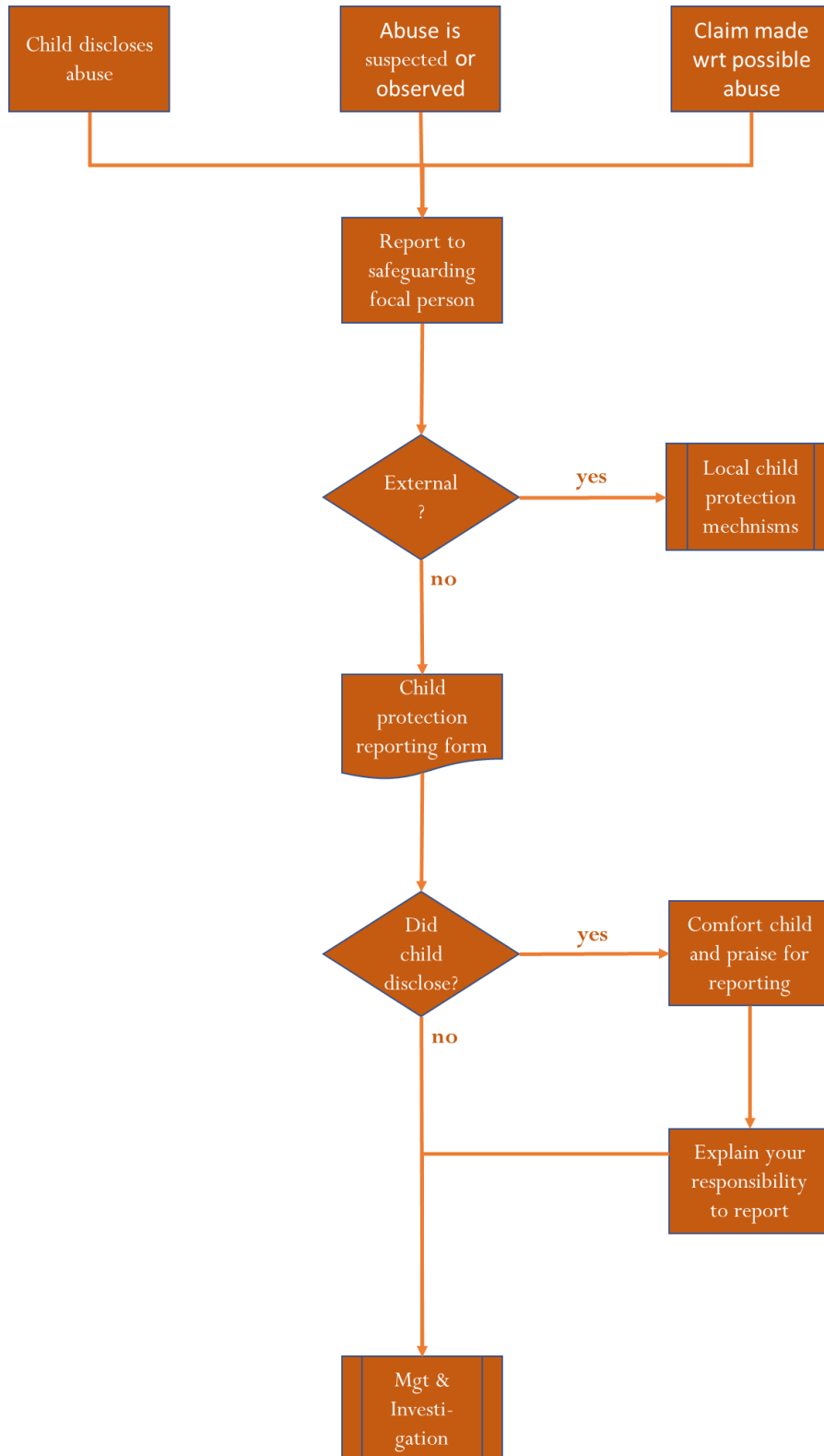
- All procedures followed in handling the allegation will be documented and the director will be provided with copies of these documents.

#### 8.4 Support to the child

During investigation, all necessary measures should be taken to ensure that the child is in a place of safety. The child should be kept informed about the reporting process and outcome of the investigation(s).

Where appropriate and where resources (such as medical, psychological and/or advocacy support services) are available, Macheo Children's Organization should do its utmost to offer these services to traumatized children and their families. In order to promote a quick recovery, the child and/or their family should be encouraged to return to their normal everyday life as soon as possible.

### 8.5 Intervention procedure in case of child safeguarding concern



## 9. Implementation and Review

### 9.1 Monitoring and Compliance

In order or to ensure adherence to Macheo Safeguarding Policy, the Director is responsible for ensuring implementation of safeguarding policy. Implementation of child safeguarding policies and procedures will be regularly monitored. Progress, performance and lessons learnt will be reported to key stakeholders and will be included in organizations' annual reports. Program managers have the responsibility of making sure that Macheo's safeguarding Policy is being complied with at program level.

Disciplinary action will be taken against any employee who withholds any information regarding safeguarding concerns.

Program managers will report to the director all child protection cases that have been reported.

### 9.2 Review of Policy

Macheo safeguarding Policy should be integrated into all of Macheo's work and reviewed annually in November. Lessons learnt from practical case experience will inform the policy review.

Formal evaluation by external evaluator will take place every three years.

## Appendix 1 STATEMENT OF COMMITMENT TO SAFEGUARDING POLICY

### STATEMENT OF COMMITMENT TO SAFEGUARDING POLICY

I, \_\_\_\_\_, have read and understood the standards and guidelines outlined in this Safeguarding Policy. I agree with the principles contained therein and accept the importance of implementing safeguarding policies and practice while associated with Macheo Children's Organization. I further understand that adherence to the Macheo Children's Organization Safeguarding Policy will involve the following: undergoing a disclosure from the Criminal Records Bureau; signing a personal declaration stating any criminal convictions, including those considered 'spent'; declaring any previous investigations or allegations made against me with respect to safeguarding issues; and providing two character references.

---

(Name in Capital letters)

---

(Job title/role)

---

(Signature)

---

(Date)

## Appendix 2 Child Protection Concern Reporting Form

### Child Protection Concern Reporting Form

THE INFORMATION IN THIS FORM IS CONFIDENTIAL. ONCE FILLED IN, IT SHOULD BE STORED IN A LOCKED CABINET

This form should be filled in by the person reporting the abuse. In case the person reporting does not know how to write, the safeguarding focal person may fill in the form on his or her behalf. The reporting person should then confirm that what was filled in is correct by signing.

Date this form is filled in: \_\_\_\_\_

#### Contact details of person reporting:

Name:

ID number:

Relationship to Macheo:

Phone number:

Address:

Email address:

#### Details of child(ren) potentially abused:

Name:

Gender:

Age:

Relationship to Macheo:

Address / location:

#### Contact details of suspect:

Name:

Nationality:

Relationship to Macheo:

Phone number:

Address:

Email address:

ID number:

**Nature of concern being reported:**

---

---

---

---

---

---

---

---

---

---

**Date(s), time(s) and location(s) of incident(s):**

---

---

---

---

---

---

---

---

---

---

**When and how did you first become aware of this situation?**

---

---

---

---

---

---

---

---

---

---

**State exactly what the child said and what you said (do not lead the child!):**

---

---

---

---

---

---

---

---

---

---

**External agencies contacted (if any). Include contact details, advice given to you and any other action taken**

---

---

---

---

---

---

---

---

---

---

**Are there any witnesses?**

---

---

---

**Where is the child now? Is he/she in a safe place?**

---

---

---

---

---

---

---

---

---

---



**Are there immediate medical or safety issues?**

---

---

---

---

---

---

---

---

---

---

**Does the child have a disability or learning difficulty?**

---

---

---

---

---

---

---

---

---

---

**Are there cultural issues to be aware of?**

---

---

---

---

---

---

---

---

---

---

**Action taken or planned?**

---

---

---

---

---

---

---

---

---

---

**Any other comments?**

---

---

---

---

---

---

---

---

---

---

**Name of person making the report:**

---

**Signature:**

---

**Date:**

---

## Appendix 3 CHARACTER REFERENCES

Please provide the name, address and contact number of two character references you have known for no less than 2 years, excluding family members.

**Referee name:**

**Address:**

**Contact number:**

**Email:**

**Referee name:**

**Address:**

**Contact number:**

**Email:**

