



CHITUKUKO FOUNDATION CHILD PROTECTION AND CHILD SAFEGUARDING

CHITUKUKO FOUNDATION
P.O. BOX 310
SALIMA

JULY 2023

Table of Contents

ACKNOWLEDGEMENTS.....	4
1.....INTRODUCTION	6
1.1.....About Chitukuko Foundation	6
1.2.....Purpose of the Child Protection and Safeguarding Policy.....	8
1.3.....Who does the policy and safeguard apply to?	8
2.....IDENTIFICATION OF CHILD PROTECTION AND SAFEGUARDING ISSUES.....	8

3.	CHITUKUKO FOUNDATION COMMITMENTS TO CHILD PROTECTION.....	9
3.1.	Commitment to protection against sexual abuse.....	9
3.2.	Commitment to protection of children against child labour and other forms of economic exploitation.....	9
3.3.	Commitment to protection of children against temporary or permanent loss of primary care.....	9
3.4.	Commitment to supporting the Convention on the Rights of the Child and African Charter on Rights and Welfare of the Child.....	9
3.5.	Commitment to play advocacy role on children issues and rights.....	10
4.	REPORTING INCIDENCES OF ABUSE.....	10
4.1.	What to report?.....	10
4.2.	Steps and considerations to follow when reporting.....	11
5.	RESPONDING TO DIRECT OBSERVATION OR DISCLOSURE OF ABUSE.....	11
5.1.	What you should do when a child makes a direct disclosure:.....	11
5.2.	What you should not do when a child makes a direct disclosure:.....	12
6.	WHISTLEBLOWING PROCEDURE.....	12
7.	INVESTIGATION, OUTCOMES AND DISCIPLINARY ACTION.....	13
8.	ACCOUNTABILITY.....	13
9.	CORE PRINCIPLES.....	13
10.	CHILD SAFEGUARDING GUIDELINES.....	14
10.1.	Country context and child safeguarding.....	14
10.2.	Human resources, recruitment and child safeguarding.....	15
10.3.	Programme development, grant management and child safeguarding.....	15
10.3.1.	Strategy development:.....	15
10.3.2.	Proposal development:.....	15
10.3.3.	Project design:.....	16
10.3.4.	Project implementation:.....	16
10.3.5.	Project monitoring and evaluation:.....	16
10.3.6.	Annual planning:.....	17
10.3.7.	Reporting:.....	17
10.4.	Portraying children in external communications and child safeguarding.....	17
10.4.1.	Safety, privacy and dignity.....	18
10.4.2.	Social media and child safeguarding.....	20
10.5.	Information and communication technology and child safeguarding.....	21
10.6.	Research and child safeguarding.....	22

11.	HUMANITARIAN WORKERS' SIX CORE PRINCIPLES RELATING TO SEXUAL EXPLOITATION AND ABUSE	23
12.	ENSURING BEST PRACTICE: EDUCATION AND TRAINING.....	24
12.1.	Briefing.....	24
12.2.	Training and refresher training.....	24
12.3.	Child safeguarding and awareness-raising.....	24
12.4.	Children and awareness-raising.....	25
12.5.	Training and budget.....	25
13.	PARTNERS REQUIREMENTS.....	25
13.1.	Our implementing partners in the field.....	25
13.2.	Our donors.....	26
14.	MAINTAINING ACCOUNTABILITY.....	26
14.1.	Risk assessment and risk mitigation.....	26
14.2.	Self-audit.....	27
15.	TERMS AND DEFINITIONS.....	27
	ANNEX 1: REPORTING FLOW CHART.....	30
	ANNEX 2: INCIDENT/ CONCERN REPORTING FORM.....	31
	ANNEX 3: DECLARATION FORM & STATEMENT OF COMMITMENT.....	34

ACKNOWLEDGEMENTS

I would like to thank the Board of Trustees of **Chitukuko Foundation** under the leadership of the Board Chairperson, Trustee Murphy Kajumi, and the Chairperson of the Programmes Committee, Trustee Amos Tizora, for their contributions and patience towards the review and finalization of this Child Protection and Child Safeguarding Policy. The encouragement you provided, gave me strength to cover an extra mile and the honest feedback helped me to come up with a policy which will advance the interest of **Chitukuko Foundation**. I would also like to extend my appreciation to all the pioneer staff members who provided their valuable thoughts and contributions during the

drafting of this policy. The staff demonstrated their total commitment and desire to see **Chitukuko Foundation** grow into an organisation that is associated with best practices in the way it works with children and protects them from abuse and violation of their rights by **Chitukuko Foundation** staff and partners, including by **Chitukuko Foundation's** and its partners' projects and programmes.

Ken Matekenya
Executive Director

FOREWORD

Children have the right to be protected from harm. This is clearly highlighted in many international laws and entails obligations for States, authorities, private actors and individuals to respect such right. A Child Protection and Child Safeguarding Policy for **Chitukuko Foundation** is a document that makes clear what we do to keep children safe mainly from abuses and harm (intentional or unintentional) of different types (sexual, physical, emotional, neglect) and misconducts (like sexual harassment, bullying). This Child Protection and Child Safeguarding Policy therefore enhances the following:

- Demonstrating our commitment to protect all children.
- Help our organization to keep children safe and respond to child protection concerns.

“Child safeguarding is the responsibility that organisations have to make sure their staff, operations, and programmes do no harm to children, that is that they do not expose children to the risk of harm and abuse and that any concerns the organization has about children’s safety within communities in which they work, are reported to the relevant authorities”¹

In accordance with the UN Convention on the Rights of the Child, some of **Chitukuko Foundation’s** work is to promote children’s holistic development that aims to strengthen family and community systems that support child protection and wellbeing to attain the highest quality Education. **Chitukuko Foundation** strives to promote children’s best interests and create positive environments in which children grow up amidst respect, hope, and social justice to enable them achieve their education goals. Recognizing the inherent worth of each child, **Chitukuko Foundation** accepts its responsibilities to protect children from harm, to promote children’s rights, and to ensure children’s development is enhanced to enable realization of their rights in all spheres of life. Upon recognition that Chitukuko Foundation works in situations that present serious physical, emotional, and social risks to children’s well-being and that involve unequal power relations, we found it necessary to clearly define our commitments to child protection. Through this policy, **Chitukuko Foundation** defines its Code of Conduct which all **Chitukuko Foundation** staff, board members, volunteers, interns, contractors, and partners must obey.

Chitukuko Foundation recognizes that Malawi as a country has legal systems that are also aligned to the International laws and covenants such as the Universal Declaration of Human Rights; the Convention of the Rights of the Child; United Nations General Assembly Resolution S-27/2: A World Fit for Children; and International Labour Organization Minimum Age Convention 138 of 1973. These laws emphasize on putting children first, protecting children, and ensuring the participation of children. It is therefore imperative that **Chitukuko Foundation** child protection policy and standards must be interpreted and enforced in accordance with local and International laws as well. This policy will therefore be implemented in accordance to the laws of Malawi.

The Child Protection and Child Safeguarding Policy becomes a policy document upon its approval by the Board of Trustees. From that point on it is binding on all of **Chitukuko Foundation** staff unless otherwise stated in contracts.

1. INTRODUCTION

1.1. About Chitukuko Foundation

Chitukuko Foundation is a local organization established in 2013. The organization was registered under the trustee incorporation act and the registration number is: TR/INC 5065. **Chitukuko Foundation** is also registered with the NGO Regulatory Authority (NGORA) under the Registration Number: NGO/L/23/024, and registered with the Council for Non-Governmental Organisations in Malawi (CONGOMA) under Registration Number: C1715/2023. The organization believes that education is a catalyst for all development activities and that education enhances human development in all areas of people’s social, economic, political and cultural rights. Our organization apart from focusing of education as the main thematic area, these subsectors of

¹ European Union -Keeping Children Safe 2014.

climate change resilience, (disaster risk management, food and livelihoods security, natural resources management), HIV and AIDS, youth empowerment, governance, gender and women rights, water and sanitation, Sexual Reproductive Health Rights, are the areas that reinforce our programming. Gender is mainstreamed in all our programs.

Vision:

A community without poverty and in which every individual attain the highest level of education that will enable them exercise their right to a life of dignity by realising their social, cultural, political and economic rights that transforms the mind-set.

Mission:

Chitukuko Foundation exists to contribute towards the progressive realization of right to attainment of the highest possible education and the people's ability to apply knowledge and skills gained in education in their development and daily life. This is achieved through working with volunteers and in partnership with likeminded civil society organizations, donors and other partners working for the same cause at all levels.

Chitukuko Foundation Objectives:

- To promote provision of quality education (primary and secondary) early childhood development for children, informal education and skills development in line with Malawi 2063 Enabler 5, and the Sustainable Development Goal 4 (SDG4).
- To conduct advocacy and community awareness raising on education policies, legislation and practices that promote or hinder community participation in education.
- To support implementation of education enhancing interventions such as climate change resilience, (disaster risk management, food and livelihoods security, natural resources management), HIV and AIDS, youth empowerment, governance, gender and women rights, water and sanitation, Sexual Reproductive Health Rights, to ensure that barriers to access to education for children are minimized.

Our Identity:

Our vision, mission and the objectives enhance our aspiration to be recognised as: -

- A leading local development organization in the country championing collective action against illiteracy and oppression of marginalized people.
- A grassroots and policy-oriented local organization focusing on addressing inequalities and injustices in the country through our engagement with the rights holders.
- In the long term, we want to affiliate ourselves to national and international outlook in our profile and in our actions.

Values:

Respect for Human Rights: Increasing understanding and appropriate exercise of human rights and God-given freedoms especially among women, girls as well as the most vulnerable and marginalized groups of the community, believe and act with the understanding that people are of equal value irrespective of their individual circumstances, backgrounds or characteristics.

Mutual Respect: Fully value and affirm the dignity of each person in the community we serve. This respect is also the foundation of our relationships with those involved with our work including donors and other stakeholders and believing that the rights holders have the potential to overcome their vulnerabilities at all cost while on the other hand, respecting the laws, social, cultural and traditional values of our country and place of work.

Stewardship: Proper and prudent utilization of resources entrusted to the organization for the ultimate benefit of the community at large and promoting that culture that ensures that we remain accountable for our actions, open in our communications and relations, and credible in the decisions that we take.

Solidarity: Cultivating genuine relationships with all community members based on love and trust in order to strengthen ties that bind the right holders end their vulnerabilities and injustices being faced in non-discriminatory manner.

Empowerment: Equipping the community to confidently exercise initiatives and engage in decisions with a sense of informed choice on community matters and maintaining attitudes and behaviours that encourage true and genuine partnerships and alliances with others fighting for the common good.

Independence: Remaining independent in the decisions we take based on our mission, values and convictions, non-partisan in party-politics and religious affiliation and not being influenced by powerful forces based on their social, economic and political status and affiliation.

Courage of conviction: Believing that we must be bold and resolute in our beliefs, not fearing to take risks, acting without fear of failure, and embracing error as part of learning, gaining and applying knowledge.

1.2. Purpose of the Child Protection and Safeguarding Policy

This Child Protection and Safeguarding Policy is designed to protect children who come into contact with **Chitukuko Foundation** and its partners from physical, emotional and sexual abuse, neglect as well as commercial and sexual exploitation. This policy enables us to prevent, identify, report and respond to child safeguarding concerns and ensure accountability and transparency at all times. **Chitukuko Foundation** works to uphold the fundamental rights of all children and we are committed to keeping children safe from harm and abuse. Children and youth are at the centre of everything we do which is why we have robust policy, procedures and practices in place to protect all children who come into contact with the organisation.

This policy helps to not only establish a safe environment for children who come into contact with us, but it also serves to create a safe work environment for our representatives. Our policy

framework ensures all incidents and suspicions of child abuse are reported and responded to. It also ensures that child safeguarding is paramount in all areas of our work, including organisational policies.

1.3. Who does the policy and safeguard apply to?

This Child Protection and Safeguarding Policy applies equally to everyone associated with **Chitukuko Foundation** namely to: All permanent and temporary members of staff; Volunteers and interns; Consultants; Translators; Invited visitors (including donors/funders; media/journalists); Board of Trustees (CF); Partner organisations (i.e. local NGOs, CBOs, Ministry of Education etc.); Third-party contractors (i.e. suppliers, builders, etc.); Members of research bodies, and academic institutions etc.

2. IDENTIFICATION OF CHILD PROTECTION AND SAFEGUARDING ISSUES

Chitukuko Foundation staff members and other members associated with **Chitukuko Foundation** may encounter a wide variety of warning signals ('red flags') in the course of their work with **Chitukuko Foundation**. These issues of concern may include:

- A child telling someone that he or she has been abused
- Witnessing a child undertaking labour in our work environment (e.g. construction in the office)
- A child sustaining an injury where there is no satisfactory explanation
- A child behaving or appearing in such a way as to give rise to concern or suspicion
- Concerns that a staff member's behaviour towards children is inappropriate
- Receiving an allegation that a **Chitukuko Foundation** representative is abusing a child
- Witnessing abuse in another organisation or within a community we work in.

These warning signals apply to all forms of abuse, including sexual exploitation (e.g. being informed that a child is being sexually exploited by 'selling sex' to, or involved in 'sex for favors' with, an employee of **Chitukuko Foundation** or a partner agency).

3. CHITUKUKO FOUNDATION COMMITMENTS TO CHILD PROTECTION

3.1. Commitment to protection against sexual abuse

Chitukuko Foundation will support legal measures and their enforcement to reduce the risks of children's sexual abuse and exploitation. These measures will include screening of staff before recruitment to ensure that children are protected against possible sexual abusers. Deliberate efforts will also be taken to create awareness within **Chitukuko Foundation** as well as in the communities where we work on the issue of child sexual abuse. **Chitukuko Foundation** will also ensure that it increases the opportunities for girls to attend and stay in school, provide abused and exploited children with information about counselling services and reducing their risks of HIV, and bring perpetrators of child sexual abuse to justice

3.2. Commitment to protection of children against child labour and other forms of economic exploitation

Chitukuko Foundation will conduct awareness to parents and beneficiaries to ensure that children are not denied access to education by any means **Chitukuko Foundation** will ensure that it advocates against early children's marriages by facilitating for change of cultural values and social norms. In addition to this, it will endeavour to develop parents and communities' appreciation of risks for their children's employment in certain occupations.

3.3. Commitment to protection of children against temporary or permanent loss of primary care.

Chitukuko Foundation will vigilantly embark on raising resources to support children. Funds generated will be programmed for community-based child care programmes and other support services including income generation to the families and communities, caring for such children and providing services such as health care and basic education.

3.4. Commitment to supporting the Convention on the Rights of the Child and African Charter on Rights and Welfare of the Child.

Chitukuko Foundation affirms that the convention on the rights of the child seeks to promote the best interests of the child. Some of these rights are;

- i. The rights to equality, regardless of race, colour, gender, religion, nationality or social origin
- ii. The right to develop physically and mentally in a healthy manner
- iii. The right to a name and nationality
- iv. The right to adequate nutrition, housing and medical services
- v. The right to health care if disabled
- vi. The right to love, understand and protections
- vii. The right to free education to play and recreation
- viii. The right to be among the first to receive relief in time of disaster
- ix. The right to protection against all forms of cruelty and exploitation

Chitukuko Foundation programming will ensure that these rights are safeguarded and the children welfare is given paramount consideration. Children will be involved in child protection programmes in order to raise their awareness of their uniqueness and their rights. They will be considered as active participants and involved in programmes designed to protect them. Programmes will include community-based activities in the area of education, health and nutrition, child rights.

3.5. Commitment to play advocacy role on children issues and rights

Chitukuko Foundation alone cannot make a significant difference for children in especially difficult circumstances. Its role will be to bring about catalytic and strategic actions to support and strengthen the policies, plans and resolutions of various national actors. Appropriate partners for this purpose will be government institutions at various levels. Human rights Agencies, other non-governmental organisation, research and training institutions, community organisations, media, **Chitukuko Foundation** support offices and children themselves. This cartelistic role will focus on the areas outlined in this child protection policy and this will be done in the areas where **Chitukuko Foundation** is operating its development programmes.

4. REPORTING INCIDENCES OF ABUSE

4.1. What to report?

Chitukuko Foundation staff are obliged to report any incidences of abuse of children through what they have seen, heard, and suspected of taking place in the organization across the board. Reporting should follow proper channels:

- a) Internal cases of abuse, misconduct or poor practice (child safeguarding) - Alleged perpetrator is a **Chitukuko Foundation** representative.
- b) External cases of abuse (child protection) –
 - Alleged perpetrator belongs to another agency
 - Alleged perpetrator is from the community we work in, i.e. caregiver, teacher, etc.

Please note: If abuse occurs within the community which may not be due to our organisation's programmes or operations, we still have a responsibility to report (See Annex 1 - Reporting Flow Chart). The reporting of suspected or actual abuse is a professional and legal obligation. Failure to report concerns to the Child Safeguarding Focal Point (CSFP) can lead to disciplinary action. This applies to all staff - even those who have no direct contact with children in the course of their work.

4.2. Steps and considerations to follow when reporting

- i. Ensure the child receives appropriate medical attention immediately if he/she is suffering from a serious injury.
- ii. Make a verbal report within 24 hours and follow it up with a factual written record of the information on the Safeguarding Incident Report Form (See Annex 2) within a 48 hour time frame. In consultation with the reporting lines for **Chitukuko Foundation** they may decide to report the incident to the local authorities, if it is in the best interest of the child.
- iii. **Chitukuko Foundation** will store any hard-copy reports and documents associated with the concern in locked and secure storage. A copy of the Safeguarding Incident Report form should be protected and saved.

- iv. Confidentiality must be maintained at all times. Only those individuals for whom the information will enable further protection of the child should be informed.
- v. Sign and date the written record.

5. RESPONDING TO DIRECT OBSERVATION OR DISCLOSURE OF ABUSE.

Direct observation: Record the information and follow the reporting and responding procedures (See Annex 1 - Reporting Flow Chart).

Disclosure from a witness: Record the information and follow the reporting and responding procedures (See Annex 1 - Reporting Flow Chart).

Direct disclosure from the child/ren: Chitukuko Foundation will appoint Child Safeguarding Focal Points across all levels of the organisation. Even so, any staff member who comes in contact with children may experience a child making a disclosure of abuse. In order to not do any harm to the child in this situation, it is important to strictly follow the guidance below.

5.1. What you should do when a child makes a direct disclosure:

- i. Listen to the child and respond in a calm and supportive manner
- ii. Explain to the child/ren what you are going to do and what will happen next (See Annex 1 - Reporting Flow Chart)
- iii. Reassure the child/ren that they have done nothing wrong and have done the right thing by reporting the abuse
- iv. Ensure that the physical safety and psychological wellbeing of the child is upheld. Make sure that the child is in a safe place and is not left alone. Refer them for medical treatment or to a psychologist if necessary.
- v. Make sure you report exactly what has been said rather than any inferences you have made.
- vi. Record the information and follow the reporting and response procedures (See Annex 1 - Reporting Flow Chart)
- vii. Ensure that they are informed at every stage of the process.
- viii. Ensure information remains confidential - and is only shared on a 'need to know' basis.

5.2. What you should not do when a child makes a direct disclosure:

- i. Do not ask the child probing questions or questions beyond the information the child has decided to share with you - you are not the investigator. Instead, listen carefully to ensure you report the incident accurately, and only ask questions to clarify what they are saying.
- ii. Do not repeat the same questions back to the child – as this may give them impression that you do not believe them
- iii. Do not make assumptions or offer alternative explanations
- iv. Do not promise to keep the information secret. Explain that you will have to report the abuse to the Child Safeguarding Focal Point but that s/he is the only person you will tell.
- v. Do not allow personal doubts to prevent you from reporting an allegation. Always report any allegation - even if you personally feel that it is not true.

6. WHISTLEBLOWING PROCEDURE

A 'whistleblowing procedure' is one through which you can raise a child safeguarding concern confidentially outside of the proposed reporting lines outlined in Annex 1 of the Reporting Flow Chart. You do this by directly reporting a concern or issue to the reporting lines accordingly.

The whistle blowing procedure should be used under the following circumstances:

- i. When, for example, a senior member of staff or a Child Safeguarding Focal Point is implicated
- ii. When there is a conflict of interest (e.g. line manager is implicated)
- iii. If you feel you cannot raise your child safeguarding concern through the proposed reporting line, or when you have tried this and it hasn't worked.

7. INVESTIGATION, OUTCOMES AND DISCIPLINARY ACTION

All incidents will be investigated fairly and remain confidential in line with the Keeping Children Safe guidelines on the Management of Child Safeguarding Allegations. This is essential to ensure not only that the child involved is protected but also that staff are protected from false accusations. **Chitukuko Foundation** shall ensure that there is access to emotional and psychological support to both alleged victims, witnesses and other staff as well as the alleged perpetrators. **Chitukuko Foundation** representatives involved in any investigation will receive appropriate training.

Non-compliance with the Child Safeguarding Policy and the Child Safeguarding Code of Conduct is subject to disciplinary action. Forms of disciplinary action can include dismissal from employment

and charges resulting from a criminal investigation conducted by police (if the allegation is a criminal offence)

8. ACCOUNTABILITY

All children and communities who come into contact with **Chitukuko Foundation** must be made aware of and understand **Chitukuko Foundation**'s commitment to child safeguarding. Information on this policy must be made available to them in appropriate child-friendly formats e.g. language. See Chapter 14 on Maintaining Accountability for further information.

9. CORE PRINCIPLES

These principles apply when dealing with concerns and reports of abuse, and during any potential investigations:

- i. **Child Rights Approach:** All children 'without discrimination of any kind' (Article 2 of the UNCRC3) have the right to be protected from 'all forms of physical or mental violence, injury and abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual violence' as outlined in Article 19 of the UNCRC.
- ii. **Best Interest of the Child:** All action taken to protect children will be in accordance with the best interest of the child as stated in Article 3 of the UNCRC.
- iii. **Standards-Based Approach:** **Chitukuko Foundation** has adopted a standards-based approach to Child Safeguarding. Where there is discrepancy between national laws and practices and international standards (e.g. harmful traditional practices and spiritual abuse) then this policy - together with a decision taken by the relevant authorities and country staff - will take precedence. All representatives agree to adhere to these standards when they join the organisation – and they will accordingly be held accountable to these standards.
- iv. **Confidentiality:** **Chitukuko Foundation** will ensure that confidentiality is maintained during all stages of the disclosure and reporting process. Both the identity - including the name(s) - of the child/ren associated with an allegation of abuse, as well as the details of the allegation, will be kept confidential to the highest degree possible. This is to protect the child/ren from further or future harm. In addition, the identity of the accused person will be kept confidential during any reporting process in response to an investigation of suspicions of abuse. A breach of confidentiality could have serious consequences for anyone involved - either for the child or adult - including reputational damage, threats or attacks. All reports/records will be kept in a secure and locked place with limited access. Disclosure of information can be made only to relevant parties on a need to-know basis.
- v. **Transparency:** Throughout the process of reporting on and responding to an allegation of abuse, all information should be recorded carefully and comprehensively by those

responsible for carrying out the investigation. This is to ensure an accurate documentation of the incident. Rumours should be recorded as such and not as factual evidence. Information that both corroborates and contradicts the allegation should be recorded. All information gathered, as well as decisions taken and the reasons for them, should be clearly outlined in the final investigation report (see Annex 2 for information on roles and responsibilities outlining who does what in this process).

- vi. **Sensitivity:** Incidents of child abuse are potentially traumatising for both the victim/survivor and all those associated to the alleged incident whether related to the survivor/victim or the alleged perpetrator. The gathering of information during the investigation of the incident should therefore be undertaken with the utmost sensitivity and respect for all those associated with the case.
- vii. **Child Participation:** Children should be empowered to understand their rights to safety and what represents unacceptable behaviour from **Chitukuko Foundation** representatives and what to do when they have a concern. Children should be spoken to in a child-friendly manner and, where possible, in their own language. Where possible the child should only be interviewed once as part of an investigation to avoid any additional distress. The investigator should be trained in how to speak to children who are victims / survivors of abuse.

10. CHILD SAFEGUARDING GUIDELINES

10.1. Country context and child safeguarding

This policy document complements the country's and global Child Safeguarding Policies. The document has taken into account the local context with regard to appropriate behavior, national laws, age of consent, local reporting and responding procedures etc. The policy shall be translated into the local language, in child-friendly format, and shared and made available (displayed/communicated) in all settings where children come into contact with **Chitukuko Foundation** representatives.

All visitors to our programme/project offices are required to receive a briefing and sign the Child Safeguarding Policy, including the Code of Conduct. For international visitors, upon arrival in the country, visitors will also be briefed on the national policy.

10.2. Human resources, recruitment and child safeguarding.

Chitukuko Foundation recognises that abuse can occur within organisations dedicated to the wellbeing and protection of children. It is essential that **Chitukuko Foundation** recognises these risks and takes substantive and effective measures to prevent them. Specific steps to prevent abuse can be taken during the recruitment and selection process, such as reference checks, publishing information on child safeguarding in job descriptions and interview questions covering previous engagement with children. All information gathered should remain in personnel files for future reference.

All people who join **Chitukuko Foundation** shall be required to read, fully comprehend and sign the Child Safeguarding Policy (see Annex 3: *Declaration Form & Statement of Commitment*). This signed form is kept in the personnel files. For non-permanent staff without personal files, while the relevant authority conducts the briefings, Administration/HR keeps them all in one visitor's Child Safety file. Failure to sign the Child Safeguarding Policy and Code of Conduct will result in the candidate not being appointed to the role.

10.3. Programme development, grant management and child safeguarding

10.3.1. Strategy development:

In each strategic reporting period **Chitukuko Foundation** shall include revision and, if needed, updating of the Child Protection and Child Safeguarding Policy. This can encompass updated analysis of common risks and safeguarding practices, legislation and governance infrastructure and a child safeguarding stakeholder mapping, in addition to **Chitukuko Foundation's** child safeguarding knowledge and capacity.

10.3.2. Proposal development:

Each new proposal for **Chitukuko Foundation** shall include the following:

- i. Considerations on donor regulations, in particular regulations on visibility and donor visits. All communications and visibility requirements issued by the donor should adhere to **Chitukuko Foundation** child safeguarding standards. If a donor requirement does not meet our child safeguarding standards, this should be flagged, if known, at the proposal development or contract negotiation stage.
- ii. A risk assessment to be undertaken prior to carrying out any project involving children. Analyse potential child safeguarding risks created and/or encountered through activities and operational considerations such as transportation, procurement, etc. This should be supported by the Health and Safety Checklist and result in a plan to mitigate these risks (including actor mapping for each project). The checklist should encompass both programmatic and operational considerations, such as transportation, and procurement (including consultants).
- iii. In the event when a proposal has been developed in consortium with other organisations, all members are required to sign and adhere to the **Chitukuko Foundation** Safeguarding Policy.

10.3.3. Project design:

Each new **Chitukuko Foundation** project should include:

- i. Staff capacity analysis, including training of (new) staff and/or partners
- ii. Training of (new) staff and partners. Other activities must also be incorporated into the project activity/work plan.

- iii. Budget for mitigating child safeguarding risks/concerns and training must be included in the overall project/proposal budget
- iv. Risk assessment of the programme/programme implementation site.

10.3.4. Project implementation:

During implementation of **Chitukuko Foundation** projects, the following should be done:

- I. Awareness and understanding of child safeguarding considerations to be incorporated into activities (plan and budget) and implemented with children on a regular basis
- II. During the kick-off meeting at the start of each project, a Child Safeguarding Focal Point for **Chitukuko Foundation** and partner organisations should be identified
- III. Children and adults (caregivers, teachers, etc.) participating in **Chitukuko Foundation** programmes must be made familiar with the Child Safeguarding Policy and related reporting procedures
- IV. Donor visits and visibility requirements should account for child safeguarding considerations.

10.3.5. Project monitoring and evaluation:

During the monitoring and evaluation of **Chitukuko Foundation** projects, the following should be done:

- I. Regular open discussions with the organisation's staff, volunteers, partners and stakeholders will be held to evaluate the implementation of the Child Safeguarding Policy throughout the implementation period of the project
- II. Use of child-friendly tools to evaluate and assess with children the compliance of the project staff/partner to the child safeguarding standards at planned intervals
- III. Project monitoring visits to include a quarterly formal child safeguarding check supported by a standardised template
- IV. Head office monitoring visits to include check on project child safeguarding progress on plans/actions.

10.3.6. Annual planning:

Annual planning processes should consolidate project-related child safeguarding concerns and actions, as well as broader analysis of **Chitukuko Foundation's** structural child safeguarding practices, staff capacity and plans for (updated) training that may not be project-related. Non-project related (funded) child safeguarding actions must be included in annual plan budget.

10.3.7. Reporting:

- I. Quarterly and annual reports to summarise progress made on all reports made regarding child safeguarding (both project and non-project related), including lessons learned that will inform future projects
- II. Incidents to be reported following the child safeguarding reporting procedures and generically summarised in quarterly reports without identifying any parties involved. This process should include follow-up actions both taken and pending.
- III. Every four, eight and 12 months a Child Safeguarding incident log will be submitted by the Child Safeguarding Focal Point (in case available). This will support the organisation in identifying child safeguarding trends and thereby strengthen our prevention and response mechanisms.

10.4. Portraying children in external communications and child safeguarding

- I. When **Chitukuko Foundation** seeks to portray children through its external communications, it is crucial that we shall follow best practice in child safeguarding. External communications constitute any information about a child we work with - written, audio or visual, that will be shared with an external audience, including:
 - Press - newspapers, magazines, online news sites
 - TV and broadcast - news, documentaries, films (including Netflix)
 - Social media - Twitter, Facebook, Instagram and any other social media platform. This encompasses both **Chitukuko Foundation's** own social media channels and the channels of other individuals/organisations who support us.
 - Direct mail and emails to supporters - including supporter updates, campaign emails, leaflets
 - Reports and publications - publicly available programme evaluations, annual reports, etc.
 - Advertising - e.g. billboards, adverts in newspapers, on public transport etc.
- II. All **Chitukuko Foundation** external communications that prominently feature children, either individually or in groups will be prepared in consultation with relevant child protection specialists. This will be the child protection lead in where the child lives and the relevant Child Safeguarding Focal Point.
- III. The project manager of any communications campaign in consultation with the aforementioned child protection specialists will conduct a risk assessment and decide if any such campaign puts the child at risk, contributes to their vulnerability or in any way allows the child to be traced.

10.4.1. Safety, privacy and dignity

These principles are of vital importance and should be upheld in all written and visual communications that feature children:

10.4.1.1. Informed consent and assent

For all children aged under 18 both informed consent (from the relevant caregiver) and informed assent (from the child in question) must/shall be secured prior to gathering and using any information about them in external communications – be it written, audio or visual. This consent shall be captured in an informed consent form.

Please note that for children who appear only in the background of a photo, outside of **Chitukuko Foundation** projects, and who cannot be identified (e.g. in a market scene) no consent needs to be obtained.

10.4.1.2. Positive and respectful portrayal

Children are never portrayed as passive victims in our communications. Instead we show them as active participants in their own lives and inside their communities. Children should also be appropriately dressed according to their culture or religion. Recording images of naked children is prohibited.

10.4.1.3. Privacy, anonymity and safety

Using an alias when writing child stories sourced from our programme countries will uphold the child's right to privacy and anonymity and ensure they cannot be identified or traced and placed in danger

10.4.1.4. Choosing children to portray

It is important to be aware that an NGO choosing to portray particular children for any communications objective can be perceived as favouritism and if managed poorly lead to tensions among children and communities. **Chitukuko Foundation** shall be sensitive to these dynamics when considering which children to approach for communications purposes.

10.4.1.5. Interview children with care

When interviewing children in our programmes **Chitukuko Foundation** shall not add to their distress by demanding children to describe traumatic events or force discussions which can trigger difficult memories. **chitukuko foundation** staff working with children and know them best will provide guidance as to what questions are appropriate. These members of staff can halt any interview that is being conducted with a child when they see it causes the child distress. **Chitukuko Foundation** shall be aware of trying to 'stage' a story - encouraging children to tell you things they haven't truly experienced because such a story better fits your objectives.

10.4.1.6. Edit and translate quotes with care

Chitukuko Foundation shall take great care to accurately edit and translate children's quotes. Don't put words in their mouths or try to change what they have said even if you don't agree with it! Inaccurate quotes can also breach child safeguarding standards (e.g. by exposing children to retribution from factions that can abuse them).

10.4.1.7. Take care when using photos

Prior to using child photos, **Chitukuko Foundation** staff will have the following questions in mind:

- i. Could they be reused in inappropriate contexts (sexual, propaganda)?

- ii. Are there identifying symbols (e.g. road signs, house names) that could place them in danger?
- iii. One other consideration would be thinking about where you will publish photos. Certain images may be appropriate to publish in the UK or the Netherlands but may contravene certain social norms in our programme countries - and vice versa.
- iv. Also avoid using descriptors on photos that can be stigmatising or provoke a hostile response in certain contexts for example referring to children who have experienced sexual abuse or have been formally associated with violent activities.

10.4.1.8. Ensure follow-up processes are in place.

Through its informed consent/assent process, **Chitukuko Foundation** commits to providing children and their caregivers the option to withdraw their consent/assent after content has been gathered. To ensure that this is possible, a follow-up process should be agreed upon by team. This should involve facilitating the opportunity for children and their caregivers to see the relevant communications content that they feature in.

10.4.1.9. External media representatives.

Photographers and filmmakers should not spend time with, or have access to, children without the supervision of a staff member/representative of **Chitukuko Foundation**. External photographers, journalists and filmmakers will sign a Statement of Commitment for Representatives of the Media. The relevant communications stakeholder who commissions external freelancers will be responsible for ensuring this document is signed.

10.4.1.10. Personal photos.

Where events are taking place and individuals (including children, caregivers and non-representative visitors to child beneficiaries) want to take photographs of children, staff in consultation with the Child Safeguarding Focal Point shall apply professional judgment as to whether photography is appropriate under the circumstances, including through assessing any possible risks.

10.4.1.11. Secure the agreement of all parties

- i. **Chitukuko Foundation** shall provide information about what is and what is not acceptable in the use of digital images and camera phones.
- ii. **Chitukuko Foundation** shall make it clear that personal photographs taken of children in our programmes should not be posted on personal social media channels (such as personal Facebook pages, Instagram and blogs). This is because it is not possible for **Chitukuko Foundation** to review all images and ensure we are comfortable with them.
- iii. Ensure all communications staff are aware of all the guidelines listed in this section and can ensure they are upheld.
- iv. IF IN DOUBT - You can always consult the relevant Child Safeguarding Focal Point if you have concerns about any specific situation you encounter in our project areas. **Chitukuko**

Foundation office shall be required to have a dedicated focal point for child safeguarding concerns.

10.4.2. Social media and child safeguarding

10.4.2.1. *Chitukuko Foundation and Social Media used by other Organizations.*

Chitukuko Foundation shall be committed to inspire as many people as possible to commit their resources and talents to supporting children affected by our programmes. This is why **Chitukuko Foundation** will actively engage with different donors through social media, be it Facebook, Instagram, Twitter, LinkedIn and Snapchat. All images and stories used on social media shall be subject to the standards outlined in the previous chapter.

10.4.2.2. *Chitukuko Foundation and Social media used by its employees.*

There are two key considerations with regard to personal social media use for **Chitukuko Foundation** employees:

- i. First and most importantly our employees have a responsibility to uphold child safeguarding standards at all times. This means that **Chitukuko Foundation** employees should never post images of any children they encounter through their work on their personal social media channels. Beyond this, **Chitukuko Foundation** does everything that lies in its sphere of influence to make its employees as aware as possible of potential risks to children.
- ii. Secondly there is a reputational risk for **Chitukuko Foundation** when people posting on social media are seen as **Chitukuko Foundation** employees. This second risk lies beyond the scope of this document. The relevant Communications Officer will review all relevant developments and act accordingly.

10.4.2.3. *Children and social media*

Chitukuko Foundation needs to raise awareness among children around the risk of social media through training and information sessions. As part of these awareness-raising activities, children will also learn how to identify and report child safeguarding concerns on social media.

10.4.2.4. *Dos on social media*

- i. When you communicate with children and young people as beneficiaries via email, text message or social media, this should always be within the context of a planned and supervised piece of work. **Chitukuko Foundation** representatives and managers must ensure that any use of digital technology is approved as part of planned project/programme work in the country context. The use of e-media in service delivery should always be consistent with the Child Safeguarding Policy and the Code of Conduct.
- ii. Do not make any discriminatory, sexist or derogatory comments. Above all, express yourself in a respectful manner towards others and such that children feel comfortable.
- iii. When there is a need to use a **Chitukuko Foundation** generated website which allows two-way conversations with children and their families, always be transparent and be very aware of the privacy of the child(ren) and their families. A statement must be made regarding the purpose of the site/pages and what and who it is intended for. Consider

whether putting information in the public domain about the individual, their family, their circumstances and/or their relationship with **Chitukuko Foundation** would cause them harm or put them at risk. Also consider whether engaging in online activity or accessing particular websites would exacerbate, play into or amplify a specific vulnerability that has been identified for any individual, one which could therefore cause them harm or put them at risk.

- iv. Remember that the internet is permanent. Comments made online can remain accessible for years. Always be aware of the risks when making comments. Even when you remove a mistake, it can still have a negative effect. If you do happen to make a comment in error then remove it with an honest, robust explanation.
- v. Be aware of location and geotagging services. Posts on social media might be accompanied by a geolocation by default when published online. This location might be dangerous or harmful to any children in a photo while the location might not contribute to the goal of posting. No identifiable images, details or other identifying factors of children and young people should be posted on any social media platform.

10.4.2.5. Don'ts on social media

- i. Don't take pictures of children with your mobile phone or photo camera. We uphold strict rules regarding children's privacy according to Article 16 of the UNCRC and as stated in the guidance notes of this policy.
- ii. **Chitukuko Foundation** representatives may only take photos of children when they have been tasked to do so by the organisation, and when they follow all the standards outlined in the previous chapter.
- iii. Don't ask for or accept 'friend' requests on social media from children (e.g. on Facebook).

10.5. Information and communication technology and child safeguarding

- I. **Chitukuko Foundation** currently works with a few specific categories of ICT: mobile devices (smartphones, tablets, and laptops), computers, information systems and internet/social media. Given the speed of ICT development, more categories are bound to be added soon. This policy aims to provide the guidelines for upholding the highest standards of child safeguarding, no matter what technology is used.
- II. **Chitukuko Foundation** recognises the potential of ICT to strengthen and expand its programming and believes ICT can contribute positively to the enhanced wellbeing of children. The organisation is also acutely aware that ICT use can pose risks to children and young people, resulting in child protection concerns. These concerns include potential incidences of abuse, exploitation, violence, discrimination and exclusion.
- III. Children participating in **Chitukuko Foundation** activities often have little or no prior experience with ICT and, in most cases, their immediate environment does not allow for the knowledge and skills needed to coach and assist them in dealing with risky situations. It is

therefore vital that we invest in awareness-raising among children through training and information sessions on the risks in engaging with ICT.

- IV. We believe that risks by themselves do not necessarily result in harm and can provide a learning opportunity when assessed and dealt with properly. All devices and systems containing personal data of children and young people need to be properly protected by pin codes and passwords in accordance with existing data protection policies. Staff and volunteers using mobile devices to collect and administer data need to be aware of the risks and trained in the proper use of the devices.

10.6. Research and child safeguarding

- I. The welfare of the child is paramount to all research activities carried out by **Chitukuko Foundation**. All staff and **Chitukuko Foundation** associates involved in research programming will abide by the Child Safeguarding Policy and report any safeguarding concern.
- II. In the case of a specific, serious adverse event occurring during any project, such as death, suicide attempts, emergency psychiatric hospitalisation, domestic violence, and child physical, sexual and emotional abuse and neglect, the research team together with the Executive Director, and the Child Safeguarding Focal Point(s) as the case may be, will discuss the appropriateness of continuing with the project and/ or implementing adjustments to safeguard children.
- III. The Child Safeguarding Focal Points respond to all adverse events involving children. Research coordinators solely need to be informed if their knowledge of the adverse event involving the child ensures the safety and protection of the child. Adverse events involving adults will be managed by the research coordinators.

Steps:

Chitukuko Foundation procedure for every research project shall consider some of these:

- I. All research protocols receive ethical clearance from internal or external ethics boards prior to implementation of the research.
- II. All **Chitukuko Foundation** staff and associates receive child safeguarding training prior to beginning their work. Research coordinators will also receive child safeguarding training. Research assistants, when only involved in research projects, will receive an adverse events training where their responsibilities to report, including on child safeguarding concerns, will be incorporated.
- III. The study team shall need to be aware of any adverse events, including any child safeguarding concerns, which may arise from research activities. This is to enable them to potentially adjust or even stop the research activity depending on the severity of the situation. The relevant research coordinator will share incident reporting forms with the Data Safety Management Committee without sharing identifiable information to ensure

confidentiality. Only the research ID will be shared and only a limited number of people have access to the list on which research IDs are linked to a child's personal information.

- IV. The research coordinator will not respond to child safeguarding concerns, these concerns will remain the responsibility of the relevant Child Safeguarding Focal Point. The research coordinator receives reports from the research assistants and other study staff. In the event of a child safeguarding concern, he/she will follow up with the Child Safeguarding Focal Point, following the flowchart and response overview outlined below.

11. HUMANITARIAN WORKERS' SIX CORE PRINCIPLES RELATING TO SEXUAL EXPLOITATION AND ABUSE

The following principles of sexual behaviour outline international standards for protection from sexual exploitation and abuse, and are considered an integral part of humanitarian worker's code of conduct.

- I. Sexual exploitation and abuse by any **Chitukuko Foundation** or humanitarian worker of any beneficiaries (adult or child) constitute acts of gross misconduct and are therefore grounds for termination of employment
- II. Sexual activity between any **Chitukuko Foundation** or humanitarian workers and a child (person under the age 18) is strictly prohibited regardless of the age of majority or age of consent locally. In this case mistaken belief by any **Chitukuko Foundation** or humanitarian workers regarding the age of a child is not a defence against corrective action or termination of employment
- III. Exchange of money, employment, goods or services for sex (including sexual favours or other forms of humiliating, degrading, or exploitative behaviour) is strictly prohibited and is grounds for termination of employment. This includes exchange of assistance that is already due to beneficiaries.
- IV. Any sexual relationships between **Chitukuko Foundation** or humanitarian workers and beneficiaries are not accepted and will not be tolerated since they are based on inherently unequal power dynamics. Such relationship undermines the credibility and integrity of **Chitukuko Foundation's** humanitarian aid work
- V. Where a **Chitukuko Foundation** or humanitarian worker develops concerns or suspicions regarding sexual abuse or exploitation by fellow worker, whether in the same agency or not, she/he must report such concerns via **Chitukuko Foundation's** established reporting mechanisms
- VI. All **Chitukuko Foundation** humanitarian workers are obliged to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of CF's behaviour protocols/code of conduct. CF managers at all levels have particular responsibilities to support and develop systems, which maintain this environment

12. ENSURING BEST PRACTICE: EDUCATION AND TRAINING

Ongoing education and training shall be required to ensure that all child safeguarding practices are integrated and maintained in all aspects of our work.

12.1. Briefing

Before starting employment with **Chitukuko Foundation**, each member of staff must read and sign the Child Safeguarding Policy. A contract cannot be issued without a signed copy of the policy. During the first two weeks of employment, as part of the overall induction period, representatives will receive a briefing on the policy. Appointed Child Safeguarding Focal Points will receive an additional induction relevant to their role and responsibilities.

12.2. Training and refresher training

- I. All **Chitukuko Foundation** staff and partner staff will participate in a child safeguarding training within their first three months of being hired. There should be a child safeguarding refresher training one year after the completion of the last training, which also incorporates any changes made to the policy, procedures and practices.
- II. Specific training packages shall be put in place for different roles. Each signatory will have access to their own online child safeguarding learning path, specifically adapted to his/her role within **Chitukuko Foundation**. It is the responsibility of Administration/Human Resources to follow-up with each individual when training has not been attended or the learning path has not been followed.
- III. Child Safeguarding Focal Points will receive additional training specific to their responsibilities. Staff members who need to investigate allegations will receive specific training in line with Keeping Children Safe guidelines on conducting investigations.

12.3. Child safeguarding and awareness-raising

- I. Child safeguarding will be included as a standing agenda item in each monthly Management Team meeting, and at District offices. During these meetings the relevant Child Safeguarding Focal Point will provide an update on child safeguarding trends and developments.
- II. At the Chitukuko Foundation main office, Child Safeguarding Working Group members will be responsible for the provision of briefing/awareness sessions/trainings to all staff/volunteers/associates. The Child Safeguarding Focal Points, Admin/HR and Child Protection staff shall be responsible for this.

12.4. Children and awareness-raising

- I. Awareness-raising activities for children and their caregivers need to be provided when **Chitukuko Foundation** first enters a community and begins to work with groups of children. The nature of the sessions shall be context-specific, depending on the specific project and level of contact staff have with children within the project.
- II. Awareness-raising sessions provided by **Chitukuko Foundation** shall be sensitive to age, gender and culture. **Chitukuko Foundation** will ensure that children and their caregivers are familiar with the Child Safeguarding Policy and know when and how to use it.
- III. A child-friendly approach, utilising child-friendly materials, will be used when informing children about child safeguarding issues. A picture format of the Child Safeguarding Code of Conduct will be used in these sessions, and complimented by other methods such as videos, plays, songs and any other approach that is age and culturally appropriate.

12.5. Training and budget

Capacity building, education and training on the Child Safeguarding Policy will be included in the budget lines of the Administration/HR department, both at **Chitukuko Foundation** head offices and inside our programme of operation. It is the responsibility of the HR department to include relevant costs in the HR budgets. It is the responsibility of the Child Safeguarding Working Group and the Child Safeguarding Focal Points to advise the Administration/HR Officer on the requirements and necessities.

13. PARTNERS REQUIREMENTS

13.1. Our implementing partners in the field

- I. All partner organisations are required to: a) have their own child safeguarding Policy in place, incorporating response and reporting procedures of a similar standard to those of **Chitukuko Foundation's** policy or; b) adopt and sign the **Chitukuko Foundation's** Child Safeguarding Policy or c) support the partner in the development of a policy. This will be decided by the management, the Child Safeguarding Focal Point and the partner agency.
- II. Training on child safeguarding and support to develop and implement child safeguarding policies, procedures and practices must be part of any partner agreement. The partner agreement (Memorandum of Understanding; MoU) will note the possible consequences of negligent implementation of the Child Safeguarding Policy and/ or relevant response and reporting procedures. This may include the possible withdrawal of funding/support and termination of the relationship with the partner. **Chitukuko Foundation** may be asked to assist in an investigation involving one of their members of staff, beneficiaries, and/or stakeholders.

13.2. Our donors

- I. All donors, whether institutional, corporate or private individuals will be made aware of the Child Safeguarding Policy. This will be done by ensuring the information is online, and by actively communicating about the policy, including through project proposals, face-to-face meetings and email and telephone communication.
- II. Donors will be briefed on, and required to sign, the Child Safeguarding Policy and the Code of Conduct whenever they visit a specific **Chitukuko Foundation** programme and/ or activity.

14. MAINTAINING ACCOUNTABILITY

Standard of Keeping Children Safe (KCS)² guidelines is focused on accountability, that the organisation monitors and reviews its safeguarding measures. In line with this standard, organisations are required to (1) regularly monitor the implementation of child safeguarding policies and procedures; (2) report on progress, performance and lessons learned to key stakeholders in annual reports; (3) use learning from practical case experience to inform policy reviews and changes to child safeguarding measures; (4) review policies and practices at regular intervals and have them formally evaluated by an external evaluator/auditor every three years. To ensure we adhere to KCS Standard, **Chitukuko Foundation** has put the following measures in place:

14.1. Risk assessment and risk mitigation

Prior to the start of every project, child safeguarding risks are included in an overall risk assessment and mitigation plan. Risk assessments encompass:

- i. Identifying **Chitukuko Foundation** or partner organisation's potential impact on, or contact with, children
- ii. Identifying and analysing the potential risks of that impact or contact
- iii. Evaluating the risks in terms of the probability they could occur and the seriousness of the impact on children
- iv. Implementing strategies to minimise and prevent risk
- v. Reviewing and revising risks and preventative measures throughout the project duration.

14.2. Self-audit

On an annual basis, **Chitukuko Foundation** main office will implement a self-audit, involving all team members using the Keeping Children Safe audit tool and guidance. In addition, an in-depth assessment will be completed by the national Child Safeguarding Focal Point together with the Executive director and other management level staff using a standardised **Chitukuko Foundation** audit tool. An analysis of the information provides an overview of the state of the Child Safeguarding Policy implementation, priorities for the country programme to be included in the

² [KCS-CS-Standards-ENG-200218.pdf \(keepingchildrensafe.global\)](#)

annual plan as well as matching budget needs that can be requested for child safeguarding in process of development the annual plan.

15. TERMS AND DEFINITIONS

Term	Definition
Child	Every human being below the age of 18. This policy applies equally to all children regardless of their background, age, class, gender, ethnicity, religion, ability or sexual orientation (lesbian, gay, bisexual, and transsexual or LGBT)
Child protection	Programmes that Chitukuko Foundation implements directly or through partners to prevent and respond to abuse, neglect, exploitation, and violence affecting children.
Child safeguarding	Set of organizational policies, procedures, and practices employed to ensure Chitukuko Foundation is a safe organization responsible for protecting children from the risk of harm and abuse caused by those who have a duty to protect and care for them.
Traditional harmful cultural practices	Practices based on cultural beliefs and values that have harmful consequences amongst children such as witchcraft, early or forced marriages and genital female mutilation.
Spiritual abuse	Using text from spiritual books or quoting scriptures as an excuse to perpetrate abuse and violence on children or instilling fear into them.
Child abuse	Child abuse is any act which individuals, institutions or processes do - or fail to do - which directly or indirectly harms children or damages their prospect of a safe and healthy development into adulthood.
Sexual abuse	The involvement of a child in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Adult males do not solely perpetrate sexual abuse. Women can also commit acts of sexual abuse, as can other children.
Physical abuse	The non-accidental use of physical force that deliberately or inadvertently

	causes a risk of/or actual injury to a child. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing non-accidental physical harm to a child. Physical harm can also be caused when a parent or caregiver fabricates the symptoms of, or deliberately induces, illness or temporary, permanent injury or disability of a child.
Emotional abuse	Emotional abuse involves doing harm to a child's emotional, intellectual, mental or psychological development. This may occur as an isolated event or on an ongoing basis. Emotional abuse includes but is not limited to any humiliating or degrading treatment (e.g. bad name calling, threats, yelling/screaming/cursing, teasing, constant criticism, belittling, persistent shaming etc.), failure to meet a child's emotional needs, and rejecting, ignoring, terrorizing, isolating or confining a child.
Child exploitation	Child exploitation is an umbrella term used to describe the abuse of children who are forced, tricked, coerced or trafficked into exploitative activities. For Chitukuko Foundation, child exploitation includes modern slavery and trafficking of children and children forced or recruited into armed conflict.
Child sexual exploitation	Is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity; in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur with the use of technology. Within Chitukuko Foundation, child sexual abuse and exploitation also includes child early and forced marriage.
Neglect	Includes but is not limited to failing to provide adequate food, sufficient or seasonally appropriate clothing and /or shelter. Neglect is also failing to prevent harm; failing to ensure adequate supervision; failing to ensure access to appropriate medical care or treatment or providing inappropriate medical treatment (e.g. administering medication when not authorized); or failing to provide a safe physical environment (e.g. exposure to violence, unsafe programming location, unsafe sleeping practices, releasing a child to an unauthorized adult, access to weapons or harmful objects, failing to childproof a space that children will occupy etc.). It can also be Chitukuko Foundation, partners, contractors, suppliers and sub-grantees failing to apply minimum requirements as set out in mandatory procedures.
Child Labour	Is work that deprives children of their childhood, their potential and their dignity, and that is harmful to physical and mental development. It is work that: is mentally, physically, socially or morally dangerous and harmful to children; and interferes with their schooling by: depriving them of the

opportunity to attend school; obliging them to leave school prematurely; or requiring them to attempt to combine school attendance with excessively long and heavy work.

If a young person, under the age of 18 is part of an apprenticeship scheme within the statutory law of the country and does not meet any of the above, this would not be considered by **Chitukuko Foundation** as child labour. However, any partner, supplier, contractor or sub-contractor must inform **Chitukuko Foundation** of the name of any apprentice who will be directly involved with our work.

For **Chitukuko Foundation**, it is not acceptable for any staff or representatives to engage anyone under the age of 18 to work as domestic help in their place of work or at home.

Child labour may also be a form of child slavery.

Child slavery Is the transfer of a young person (under 18) to another person so that the young person can be exploited

ANNEX 1: REPORTING FLOW CHART

HAVE YOU **SEEN, HEARD**, OR DO YOU **SUSPECT** A CASE WHERE STAFF, PARTNERS, ASSOCIATES OR CONSULTANTS HAVE PUT A CHILD IN DANGER OR POTENTIAL ABUSE

1. Ensure the child is safe and receives treatment/support as necessary
2. Concerns should normally be reported immediately. It is essential to avoid delay as this may put the child at further risk
3. Do not decide on your own if the incident deserves investigation, just report the incident
4. Do not talk about it to others, the accusation could put staff, or the child at risk



ANNEX 2: INCIDENT/ CONCERN REPORTING FORM

CONFIDENTIAL

CHITUKUKO FOUNDATION CHILD PROTECTION AND CHILD SAFEGUARDING INCIDENT REPORTING FORM

This form should be securely stored, preferably with a lock, only accessible by the national Child Safeguarding Focal Point.

General information:			
Programme/Research/ Project:		Location:	
Child's Name:	Gender:	Age:	
Language spoken:	Any disability:	Date of birth:	
Child's details:			
Name paren-ts/caregivers:		Contact / address:	
		Phone number:	
Language spoken:		Any disability:	
Type of adverse event – circle/tick:			
1. Child or adult discloses physical, sexual, emotional abuse, neglect, or exploitation of a child 2. Staff member suspects physical, sexual, emotional abuse, neglect, or exploitation of a child 3. Participant discloses one of the six Grave Violations Against Children – to specified per area. 4. Child safeguarding concern arises 5. Other forms of violence towards study participants or staff (e.g. violent attack against the staff) 6. Hospitalization (suicidality, frequent seizure, violent behaviour [i.e. harm to others]) 7. Injuries/accidents on way to/from program 8. Death of participant			
Information on steps taken to ensure safety of child (where applicable):			
Recent changes in the child's behaviour (where relevant):			

Details of concern: what, who, where, when (including child's words where possible):	
Other relevant information (including immediate actions taken and steps forward):	
Alleged Perpetrator's details (if known, and if relevant):	
Name:	Address:
Age:	Employment details:
Position:	Relationship, if any, to child:
Current location of alleged perpetrator:	
Current safety of child including location:	

Has emergency medical attention been required?			
What?			
Provided by:			
Who else knows?			
Witnesses:		Family members or other individuals:	
Actions taken to date: e.g. report to police, social welfare, other. Give contact details and date and time of action.			
Report details:			
Time:	Date:		Place:
Reporter's details:			

Name:	Contact:
Position:	Relationship to the child:
Report taken by:	
Name:	Date:
Position and location:	Signature:
This section is to be completed by Child Safeguarding Focal Point following receipt of the report:	
Action to be taken:	
Name:	Position:
Location:	Date and time report received:
IN CASE OF RESEARCH STUDY: This section is to be completed by research coordinator	
Action to be taken:	
Name Research Coordinator:	Position:
Location:	Date and time report received:
Received by Data Safety Management Committee Name:	Date and time report received:

ANNEX 3: DECLARATION FORM & STATEMENT OF COMMITMENT

DECLARATION FORM STATEMENT OF COMMITMENT TO CHITUKUKO FOUNDATION'S CHILD SAFEGUARDING POLICY, CODE OF CONDUCT AND PROCEDURES

Applicable to Chitukuko Foundation Representatives (paid or unpaid), consultants, contractors, associates, trustees, interns, volunteers, visitors, and donors.

I have read and understood my responsibilities outlined in this Child Protection and Child Safeguarding Policy, Code of Conduct and Procedures.

I agree with the terms contained therein and accept the importance of complying with the provisions while working with or representing **Chitukuko Foundation** in any way.

I understand that the consequences for non-compliance could have serious repercussions.

If any of my personal circumstances change that might affect my ability to undertake my duties and create a possible risk to children, I undertake to inform **Chitukuko Foundation** Child Safeguarding Focal Point immediately and seek their guidance.

Name:
Job title/role/position:
Affiliation/Organisation:
Address:
Signature:
Date:
Witnessed by (name):
Signature:
Relationship to the above: