



CHEKA SANA FOUNDATION UK

Child Safeguarding Policy

Contents

Child Safeguarding Policy	2
Cheka Sana Foundation's commitment to safeguarding children.....	3
Abuse is always wrong and it is never the young person's fault.....	4
1. Definitions used in this policy	4
2. Scope of policy.....	5
3. What is child abuse?	5
4. Context for this policy.....	6
Guidance and standards for putting child safeguarding into practice.....	6
5. Development of procedures for each Cheka Sana Foundation office	7
6. Recruitment, inductions and capacity-building.....	7
7. Integrating child safeguarding into programmes	8
8. Generating and using information or images of children	8
9. Monitoring and learning from child safeguarding practice	9
Reporting and responding to child safeguarding concerns	9
Responsibilities and accountability	10
Other relevant documentation in support of this policy.....	10

Child Safeguarding Policy

This policy clarifies the responsibilities and procedures for child safeguarding for all Cheka Sana Foundation (Cheka Sana UK, Cheka Sana Tanzania and Cheka Sana Uganda) stakeholders including staff, representatives, and partners.

Cheka Sana Foundation's Commitment to Child Safeguarding

Cheka Sana Foundation is committed to upholding its responsibility to ensure that all children are kept safe when participating in its project activities and all aspects of operations such as communications.

Cheka Sana Foundation also has a duty to take action when there are concerns about the safety of children participating in its programmes, even when the risk has not occurred due to our own work.

In these instances, the Cheka Sana Foundation's role is limited to supporting children under our care or by referring them to appropriate services that can keep them safe and give them the help they need. Prioritising the safety of the children that we work with is fundamental to Cheka Sana Foundation's integrity as an organisation and that we aim to put "the wellbeing of children first, in everything we do".

Cheka Sana Foundation believes that all children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs, social background and/or sexual identity have the right to be protected from all forms of abuse, neglect, exploitation and violence, as set out in the UN Convention on the Rights of the Child.

Cheka Sana Foundation also recognises that some children may face particular risks and difficulties in getting help or accessing protective and responsive services as a result of age, culture, disability, gender, language, racial origin, religious beliefs, social background and/or sexual identity.

Cheka Sana Foundation believes in placing the safety of children at the centre of all of our work, in particular, ensuring that:

- a) All of our programmes are actively designed to avoid putting children at risk by means of our presence or programme activities;
- b) It is made absolutely clear to all of our staff that Cheka Sana Foundation does not tolerate child abuse, exploitation, neglect or violence in any form;
- c) All children involved with our work are made aware of their right to protection from abuse and have a safe mechanism through which they can report any abuse;

- d) All suspicions and allegations of abuse are taken seriously and responded to swiftly and appropriately.

Abuse is always wrong, and it is never the young person's fault.

1. Definitions used in this policy

Term	Definition
Child	Anyone under 18 years of age
Child abuse	Child abuse includes abuse, neglect, exploitation and violence towards anyone under 18 years of age. For more information, see Section 4 of this policy.
Staff	All full and part-time staff, including volunteers, consultants and researchers etc.).
Representatives	All volunteers, board members, patrons and ambassadors, donors, celebrities and other people who visit Cheka Sana Foundation programmes may come into contact with children. Also, all staff and representatives of partner organisations or any other individuals, groups, or organisation who have a formal or contractual relationship to Cheka Sana Foundation causes them to contact children that Cheka Sana Foundation works with.
Associates	All staff and representatives as defined above.
Child safeguarding	Refers to the preventative measures to keep individual children who are engaged within CSF programmes safe (i.e. ensuring that project activities are safe for children to participate in).
Child protection response/referral	Refers to the specific frameworks in place and actions taken to manage individual reports or concerns that a child is at risk. This will include referring the child to necessary services (such as medical, psychosocial support etc.).
Child protection programming	Refers to any (components of) programmes that are designed and implemented to improve children's safety within their own

	community. It includes any activities that are implemented with the community, police or local authorities to improve children's safety or any advocacy activities intended to influence district and national policies and legal frameworks.
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2. Scope of policy

The policy defines the roles and responsibilities of Cheka Sana Foundation associates in upholding child safeguarding within Cheka Sana Foundation operations and in acting upon concerns of child abuse according to agreed procedures for child protection response/referral.

The policy applies to all associates involved with CSF, with the exception of staff and representatives from partner organisations with which it has been agreed that the partner/contracted organisation may enforce its own safeguarding policy otherwise adopt and adhere to CSF's CSG policy (see 7).

All Cheka Sana Foundation staff must sign a copy of this document, prior to or at the time of issuing an employment or volunteering contract that they are aware of this policy and act according to this document's contents and with local child safeguarding procedures.

All Cheka Sana Foundation representatives must sign a copy of this document, prior to visiting Cheka Sana Foundation programmes, to show that they are aware of this policy and act according to this document and with local child safeguarding procedures.

3. What is child abuse?

Child abuse can take many forms, all of which can cause long term damage to a child. Examples are physical abuse, emotional abuse, neglect and sexual abuse and exploitation. Bullying and domestic violence are also forms of child abuse.

Signs that a child may be experiencing abuse include:

- a) Left in unsafe situations or without medical attention, constantly "put down", insulted, sworn at or humiliated.
- b) Seems afraid of parents or carers

- c) Severely bruised or injured
- d) Aggression towards others
- e) Displays sexual behaviour which doesn't seem appropriate for their age
- f) Neurotic behaviour (e.g. rocking, self-mutilation)
- g) Constant tiredness
- h) Lack of social relationships

This list is not exhaustive, but as an NGO working extensively with children, Cheka Sana Foundation requires all of its associates to be constantly vigilant for signs that a child may be being abused.

This policy and accompanying procedures cover harm or risk that children might face by means of Cheka Sana Foundation's poor/inappropriate, in addition to the intentional abuses as listed above.

4. The context for this policy

Cheka Sana Foundation associates are most likely to encounter children during project delivery work or visits to programmes, particularly in schools, and in other interactions with communities with which we work.

Additionally, associates may encounter children in Cheka Sana Foundation fundraising or awareness-raising events. They may also be responsible for children from the UK when visiting Cheka Sana Foundation programmes.

Cheka Sana Foundation is committed to prioritising the safety, needs and feelings of children above other considerations and will work to ensure that none of its associates, programme activities or operations cause harm to children.

Guidance and standards for putting child safeguarding into practice

5. Development of procedures for each Cheka Sana Foundation office

Each country programme and the UK Support Office is required to have its own local procedures, consistent with this global policy. This will require a local mapping exercise to be carried out to analyse and check the legal, social welfare and child protection arrangements and service providers' quality in the local context. Based on this local mapping, a reporting and referral framework is to be developed for each geographical area that the Cheka Sana Foundation operates in.

All local procedures must be formally approved by the International Senior Management Team and the local Boards of Trustees, and they must meet the following standards:

- a) Are clear for a child to know how to report abuse in safety.
- b) Are clear for an associate or any other person to report suspicions of abuse.
- c) Stipulate what happens after an incident of alleged child abuse is reported, including ensuring that all reported incidents are recorded and investigated.
- d) Ensure confidentiality.
- e) Are reviewed in consultation with children, dependent on the appropriateness of seeking feedback from children who are familiar with the procedures in practice.

6. Recruitment, inductions and capacity-building

- a) All associates are trained in Cheka Sana Foundation's child protection policy and procedures to the level appropriate for their activities.
- b) Training is given to all staff responsible for recruiting staff and volunteers, so that child safeguarding is an integral aspect of recruitment at a level appropriate for the role being recruited.
- c) Recruitment of staff and volunteers must incorporate child safeguarding measures to a level appropriate for the activities of the role. This will include police checks or [Disclosure barring Service](#) checks for roles that will directly contact children.

- d) There is a named, trained person (“Child Safeguarding Focal Point”) responsible in each geographical location for supporting full adherence to this policy and local procedures
- e) Any associate likely to come into contact with children is required to sign the Child Safeguarding Code of Conduct and therefore adhere to Cheka Sana Foundation’s clarification of acceptable and unacceptable behaviour.
- f) Specialist training is given to staff working directly with children as appropriate to their capacity building requirements and role.
- g) Training is given to any staff involved with investigations of alleged child abuse.

7. Integrating child safeguarding into programmes

- a) There are clear guidelines describing how we build child safeguarding into our programme design.
- b) Children are made aware of their right to be safe within Cheka Sana Foundation programmes and are made aware of where and how to go for help in relation to child abuse within Cheka Sana Foundation programmes.
- c) This information is given to children in a format that they can understand.
- d) Assessment of potential implementing partners’ child safeguarding policies and practice should be made. Suppose a decision is made to partner with an organisation with low child safeguarding capacity. In that case, the commitment must be made within the project to build capacity in this area, and the partner organisation must adopt Cheka Sana Foundation’s Child Safeguarding Policy and Code of Conduct.
- e) Partnership agreements must clearly outline agreed procedures for reporting and investigating concerns involving breaches of the child safeguarding policy.

8. Generating and using information or images of children

- a) Images should only be used for clear purposes with an obvious benefit for Cheka Sana Foundation’s work
- b) Cheka Sana Foundation associates must not disclose information that identifies children

to anyone outside Cheka Sana Foundation without caregivers' informed consent and where possible the child.

9. Monitoring and learning from child safeguarding practice

- a) There is a mechanism for tracking Cheka Sana Foundation's management and closure of child safeguarding cases.
- b) There is a mechanism for learning across all of Cheka Sana Foundation from all reported allegations of child abuse.

Reporting and responding to child safeguarding concerns

Alleged cases of child abuse should be reported according to the local procedures for the alleged abuse location. The involvement of international senior management team members will be dependent on the nature of the allegation and therefore, the categorisation of the case.

If there is an allegation made against a Cheka Sana Foundation employee or volunteer, the relevant Country Director or Senior Staff, dependent on the alleged perpetrator's permanent location, will ensure that a thorough investigation is conducted in line with organisational procedures. Suppose the alleged perpetrator of child abuse is a Cheka Sana Foundation associate. In that case, the alleged perpetrator will likely be suspended from the normal relationship with Cheka Sana Foundation during the investigation of the allegation.

Cheka Sana Foundation will sever all relations with any associate proven to have committed child abuse and will support in full any related criminal prosecution.

Suppose an employee raises a legitimate concern made in good faith about suspected abuse by an associate. In that case, that proves to be unfounded, and no action will be taken against that employee. Any employee making false and malicious accusations of child abuse will face disciplinary action.

An allegation of child abuse is a serious issue. Sharing of information that could identify a child or an alleged perpetrator should only be done if it is strictly necessary to progress an investigation.

Responsibilities and accountability

Child safeguarding is the responsibility of all Cheka Sana Foundation staff. Cheka Sana Foundation staff and representatives are responsible for acting in accordance with the Code of Conduct and the Child Safeguarding policy and are responsible for reporting any child safeguarding concerns that they might have, according to the local procedures.

Cheka Sana Foundation's responsibility is to ensure that all of its staff and associates are aware of this policy and relevant local procedures. There is a reciprocal responsibility on all Cheka Sana Foundation staff and associates to ensure that they are familiar with this policy and relevant local procedures before undertaking any activity that could involve meeting children or could involve accessing information or images about children with whom Cheka Sana Foundation works.

The Child Safeguarding Policy Owner is the Director of Strategy and Impact, responsible for ensuring that this policy is reviewed annually as a minimum and that additional reviews are carried out if there are significant changes to relevant laws or the work that Cheka Sana Foundation delivers.

The ultimate responsibility for Child Safeguarding within Cheka Sana Foundation rests with the Head of the Foundation (HoF); all International Senior Management Team members are expected to demonstrate leadership and high prioritisation of Child Safeguarding.

The Board of Trustees is responsible for holding the HoF to account for the implementation of this policy.

Other relevant documentation in support of this policy

- a) Child Safeguarding Code of Conduct
- b) The categorisation of Child Safeguarding cases
- c) Child Safeguarding in Recruitment guidance
- d) Whistleblowing policy