

LVCT HEALTH CHILD SAFEGUARDING & PROTECTION POLICY

Keeping Children Safe

Policy Name	LVCT Health Child Safeguarding and Protection Policy
Purpose and Description	This policy demonstrates a commitment to protect children from all harm and abuse, including sexual exploitation and abuse, physical abuse, emotional abuse, and neglect. The policy and prescribed practices aim to create an open and aware environment where concerns for the safety and wellbeing of a child can be raised and managed in a fair and just manner, giving primacy to the best interests of the child.
Applicable	<ul style="list-style-type: none"> • Board of directors or trustees • All LVCT Health Staff – temporary or full time staff, volunteers, interns, locums • Direct beneficiaries – program or project beneficiaries, research participants, clients • Third party - Partners, contractors, vendors, suppliers, consultants, and others with whom we provide assets in exchange for services or products. • LVCT Health visitors – refers to a range of persons who are visiting our offices or programmes and may come into contact with children and young people through an LVCT Health Entity, including journalists, media, researchers, visiting sponsors and celebrities.
First approved	2019
Effective date	January 2023
Date of last review	December 2022
Date for next review	December 2025
Owner	Dr. Lilian Otiso Executive Director LVCT HEALTH P.O. Box 19835-00202 Nairobi Tel +254 20 2714590 Email: Lilian.Otiso@lvcthealth.org
Speak-up Channels/Contacts	Email: psea@lvcthealth.org Tel + 254 0704053850

DEFINITION OF TERMINOLOGY FREQUENTLY USED

Term	Definition
Child	Anyone under the age of 18 years, irrespective of the age of majority in the country in which the child lives. It is widely recognised that children are generally more vulnerable to abuse and exploitation due to factors such as age, gender, social and economic status, developmental stage, and dependence on others
Beneficiaries	“Direct beneficiaries” are the people who are the target of, and <u>who we know</u> will be immediately affected by one or more project outputs, irrespective of whether these are delivered directly by LVCT Health or by partners or organisations who are acting on behalf of LVCT Health. Direct beneficiaries are individuals who receive materials, equipment; interventions such as training, awareness raising, mentoring or other personal support.
Child abuse or violence	Physical, sexual, emotional abuse and/or neglect towards a child. Abuse can take place in person and online, by other children and/or adults, including those in positions of trust. Violence consists of anything which individuals, groups, institutions or organisations do or fail to do, intentionally or unintentionally, which either results in, or has a high likelihood of resulting in, actual or potential harm to the child or young person’s wellbeing, dignity and survival and development
Harm	is any detrimental effect on a child’s or young person’s physical, psychological, or emotional wellbeing. Harm may be caused by abuse or exploitation whether intended or unintended.
Child Sexual Exploitation	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 (a) in exchange for something the victim needs or wants, and/or (b) 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 through the use of technology
Child criminal exploitation	This is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.
Physical Abuse	Physical abuse can involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, and suffocating. It can also result when a parent or caregiver deliberately causes the ill health of a child in order to seek attention; this is called fabricated illness, or Munchausen’s Syndrome by Proxy

Emotional Abuse	Emotional abuse happens when a child's need for love, security, praise, and recognition is not met. It usually co-exists with other forms of abuse. Emotionally abusive behavior occurs if a parent, caregiver, or authority figure is consistently hostile, rejecting, threatening, or undermining. It can also result when children are prevented from social contact with others, or if developmentally inappropriate expectations are imposed upon them. It may involve seeing or hearing the ill-treatment of someone else.
Sexual Abuse	Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including violence by penetration (for example, defilement, attempted defilement, sodomy, sexual assault with an object 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 a vulnerable person 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. Sexual abuse can be carried out by adults or other children.
Neglect	Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, causing damage to their health and development. It may involve a parent or caregiver failing to provide adequate food, shelter, or clothing, failing to protect a child from harm or danger, or failing to access appropriate medical care and treatment when necessary. It can exist in isolation or in combination with other forms of abuse.
Bullying	Bullying is a form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort. Bullying can take the form of physical contact, words, or more subtle actions
Child safeguarding	Proactive steps taken to prevent violence against children, including all forms of physical or mental violence, injury and abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse
Child protection	This is responding to concerns and/or disclosures that a child may be experiencing, or be at risk of, physical and/or mental violence, injury and/or abuse, neglect and/or negligent treatment, maltreatment and/or exploitation, and/or sexual abuse.
Child participation	Children participation is an informed and willing involvement of all children including those who are differently abled and those at risk, in any matter concerning them either directly or indirectly. Children's participation is a value that cuts across all programs and takes place in all arenas – from homes to government, from local to international levels.

<p>Informed Consent</p>	<p>This is an agreement or permission between two or more people. Consent is expressed actively through verbal and nonverbal actions that are understood by everyone involved. Consent is based on a foundation of mutual communication and respect.</p> <p>Consent:</p> <ul style="list-style-type: none"> • Can be withdrawn at any time • Cannot be coerced or compelled by force, threat, deception or intimidation • Cannot be given by someone who is incapacitated • Cannot be assumed based on silence, previous relationships or experiences
<p>Assent</p>	<p>This is a term used to express willingness to participate in an activity by persons who are by definition too young to give informed consent but are old enough to understand the proposed research/activity in general, its expected risks and possible benefits, and the activities expected of them as participants/clients</p>

INTRODUCTION

LVCT Health is committed to the empowerment, well-being and rights of children. Violence or abuse of any kind against any child is unacceptable, regardless of age, gender, sexuality, ethnic grouping, race, economic status, education, faith, culture, or disability. Through their work, LVCT Health employees, employees of partner organisations and volunteers may engage with children either directly or indirectly. In line with the UN Convention on the Rights of the Child, LVCT Health prioritises the protection and safeguarding of all children from harm in all of its activities and partnerships, to promote the universal understanding that the best interests of the child must be a paramount consideration in all actions affecting children.

BACKGROUND

Violence and abuse are global phenomena affecting all societies and communities. They have devastating effects on children and young people, impair child development and increase poverty. Children experience insidious forms of violence, exploitation and abuse occurring in places where children should be most protected – homes, schools and online. Violence against children can be physical, emotional or sexual. Children in many cases suffer at the hands of people they trust. Children and young people are the victims of different kinds of abuse and they can be subjected to social factors that have an adverse impact on their lives, including domestic violence, substance misuse, bullying, child prostitution, and ritualistic abuse. LVCT Health recognizes that children with disabilities, children orphaned due to HIV, children exploited through sex, children living in informal settlements, and children living in areas impacted by disasters (natural or conflict based), are particularly vulnerable.

Child protection is a central part of but not separate to safeguarding. It is the process of protecting individual children identified as either suffering or at risk of significant harm as a result of abuse or programme of work. It also includes measures and structures designed to prevent and respond to abuse. Safeguarding and protection of children is the responsibility of everyone. LVCT Health recognizes its responsibility to safeguard and promote the welfare of children as enshrined in the constitution of Kenya 2010 and within the legal framework of the [Children Act \(No 29 of 2022\)](#), a law enacted to promote the well-being of children in Kenya. The Act addresses the rights a child is entitled to and the role of the Government and parents in protecting these rights as contained in the United Nations Convention on the Rights of the Child and the African Charter on the Rights and Welfare of the Child, which the Government has committed itself to. Further, this policy is aligned to the [Data Protection Act, No 24 of 2019](#) in reference to access, collection, collation, analysis, and utilisation of data related to children in our programming.

PURPOSE

To protect children from abuse and violence of all kinds in the course of duty and interaction by LVCT Health or any of its partners recognizing that the welfare of the child is paramount. We aim to create a safe environment within which children and young people can thrive and adults can work with the security of clear guidance. This policy also recognizes that the above-mentioned personnel may have access to sensitive, confidential information about children, access to images and may visit LVCT Health-funded/supported programs. Further, the policy stipulates the proper processes in place to prevent and deal with child abuse by any LVCT Health employee.

SCOPE

This policy applies to all

- Board of directors / trustees
- **All LVCT Health Staff** – temporary or full time staff, volunteers, interns, locums
- **LVCT Health visitors** – refers to a range of persons who are visiting our offices or programmes and may come into contact with children and young people through an LVCT Health Entity, including journalists, media, researchers, visiting sponsors and celebrities.
- **Direct beneficiaries** – program or project beneficiaries, research participants, clients
- **Third party** - Partners, contractors, vendors, suppliers, consultants, and others with whom we provide assets in exchange for services or products.

POLICY STATEMENT

LVCT Health believes that it is never acceptable for a child, those under the age of 18, to experience abuse of any kind. LVCT Health recognizes its responsibility to protect children from abuse and to safeguard their welfare. This policy has been written to ensure that LVCT Health employees do not engage in behaviour that could allow abuse to occur or engage in actions that could be misinterpreted by children, their families, or other adults as constituting or leading to abuse. Child Protection Principles are included in LVCT Health's Code of Conduct to emphasize their importance. All staff are required to acknowledge in writing, receipt, and understanding of the Child Protection Policy and will be kept informed of policy changes as they arise. Additionally, new employees are informed of LVCT Health's Child Protection Policy during their orientation. The policy outlines practical steps to increase LVCT Health's capacity to manage and reduce risks of child abuse associated with any interactions with the children at work. While it is not possible to eliminate risk entirely, much can be done to reduce opportunities for child abuse.

LVCT Health Guiding Principles on child safeguarding and protection

The Child Protection Policy and practices are guided by these principles:

- **Zero tolerance of child abuse and violence:** Child abuse, possession of, or access to child pornography is not tolerated by LVCT Health. LVCT Health will not knowingly engage, directly or indirectly with anyone who poses an unacceptable risk to children, nor fund any individual or organization that does not meet LVCT Health's child protection compliance standards in their operations and activities.
- **Protecting children's rights and their best interests:** Kenya is a signatory to the United Nations Convention on the Rights of the Child, and LVCT Health is committed to upholding the rights and obligations of the convention. LVCT Health recognizes that some children, such as children with disabilities, orphaned children, children exploited through sex, children living in informal settlements, and children living in areas impacted by disasters (natural or conflict-based), are particularly vulnerable. We purposefully empower and educate children on their rights, personal safety and steps they can take to protect themselves. The best interests of the vulnerable person are paramount and shall be the primary consideration in our decision making.
- **Sharing responsibility for child protection:** To effectively manage risks to children, LVCT Health requires the active support and cooperation of all its staff, volunteers, and partners who must meet the terms of the child protection policy and will be held accountable for not complying with

it. It is critical to place the child as the first priority when dealing with all identified or suspected cases of child abuse.

- **Integrating child protection and safeguarding into all aspects of our organizational strategy, structures and work practices:** LVCT will do everything possible within its jurisdiction to eliminate all risks of child abuse, and incidences of child abuse associated with its activities. This Policy introduces risk assessments, mitigation and response plans for a range of recognized risks to children.

IMPLEMENTATION WITHIN LVCT HEALTH

Conduct towards preventing abuse and awareness creation

All LVCT Health staff, beneficiaries, visitors and third party should be aware, through this Policy document, of their responsibilities and duty of care to ensure child abuse is prevented. The level of responsibility will vary based on the level of involvement of a person or organization having contact with children.

- LVCT Health staff and or third-party groups, as applicable, will undertake to assess the safety and appropriateness of children's participation in particular activities conducted by the grantee partner (or directly by the LVCT Health), prior to any involvement of the children in an LVCT Health supported activity.
- Training children, staff and volunteers on how to identify and prevent child abuse; and increase awareness of child protection issues – recognize that children and young people are listened to, valued, and respected
- Both children and parents/caregivers will be provided with sufficient information and time to make informed decisions regarding participation in LVCT Health supported activities (research or programs), including due consideration of risks that could be associated with the activity.
- Ensure risks to children are managed in service delivery and/or disaster response – LVCT Health recognizes that children with disabilities, children orphaned due to HIV, children exploited through sex, children living in informal settlements, and children living in areas impacted by disasters (natural or conflict based), are particularly vulnerable. Risks to children must always be considered when developing programs or disaster response activities.

Safe Recruitment

The application of rigorous procedures for the recruitment of any staff who come into contact with children, both directly and indirectly, can reduce the likelihood of allegations of abuse being made that are founded. As an absolute minimum, the following standards should be followed:

- Basic screening of applicants for employment includes a written application, personal interviews and reference checks will be done.
- During the interview process, applicants may be asked about previous work where there is contact with children and perceptions of acceptable behaviour. For positions that will come into contact with children a minimum of two positive references will be obtained and clearly documented prior to any offer of employment
- Where possible and permissible by local law, applicants may be requested to give written permission for a criminal record or police background check for any conviction related to abuse of children. If such checks are instituted, candidates are informed at the time of interview that hiring will be contingent on a record check

- LVCT Health will not hire anyone that it learns has a prior conviction for child abuse, paedophilia or related offenses. In the event that local law prohibits this broad a hiring rule, no person with a conviction for child abuse, paedophilia or related offences will be hired into a position, which includes direct access to children.

Staff training and capacity building

- All LVCT Health staff must attend mandatory annual trainings on our Child Protection and Safeguarding Policy as part of our Conduct in the Workplace initiative. The policy will be reviewed every three years, or earlier if warranted, and lessons learned incorporated into subsequent training versions.
- All LVCT Health staff, beneficiaries, third party groups will be made aware of the internal procedures for handling complaints related to child abuse
- All staff will be required to read the policy and sign-off

Promote safe and ethical communication and social media practices

All LVCT Health communications, including through traditional and social media, are based on the principle of respect for the dignity of people concerned. LVCT Health supports the empowerment of children, parents and supporters to understand how to safely and appropriately utilize traditional and social media and digital technology, while avoiding risks and appropriately responding to threats.

In our communication, we:

- Ensure that no personal data or sensitive information about any individual child that could compromise their care or protection is disclosed in publications or other materials, including surnames or any specific location details.
- Ensure that photographers, filmmakers and journalists are supervised by staff, consultants, or partners (who are aware of the LVCT Health Child Safeguarding and Protection Policy) during visits to programs areas.
- Ensure appropriate use of communication systems – LVCT Health’s guidelines on the appropriate use of its communication systems cover child pornography. Using agency systems to access child pornography is inappropriate and is dealt with promptly, including reporting to relevant law enforcement agencies, as appropriate.
- For photography, videography, film use engaging, refer to **Annex 2: Sample Parent Consent for Photographic / film use of children under 18 years**

Grant and program management and implementation

- To the extent that children are in LVCT Health supported facilities, or under the direct supervision of LVCT Health staff, LVCT Health will conduct periodic risk assessments to ensure we are providing safe, inclusive environments for children. Mitigation and response plans will be developed as part of incorporating child protection strategies into risk management procedures.

Behaviour protocols and good practice

LVCT Health’s behaviour protocols are rules of appropriate and proper behaviour towards children in LVCT Health supported activities. These Protocols are designed to protect children but are also intended to protect staff from false accusations of inappropriate behaviour or abuse. Where appropriate, individuals who are hired as staff, third party groups and visitors to LVCT Health’s offices and sites (**see Annex 3:**

Visitor Child Safeguarding And Protection Form) will be made aware that they are expected to follow behaviour protocols set out below. All parties are required to acknowledge receipt and understanding of the Behaviour Protocols and good practice.

- In general, LVCT Health staff should avoid being alone or staying overnight with a child where others cannot witness their behaviour, unless the child is a family member or if the employee is the legal guardian.
- LVCT Health staff should not hire children as ‘house help’ in their homes. Even though providing employment for a minor may be culturally acceptable and provide benefits not otherwise available to the child, the hiring of children may lead to misunderstandings.
- LVCT Health staff must not fondle, hold, kiss, hug or touch minors in an inappropriate or culturally insensitive way. To avoid misunderstanding, it is recommended that a child be asked for permission before touching or holding hands.
- LVCT Health staff are prohibited from having sexual relationships with anyone seeking LVCT Health services or support, regardless of his or her age.
- Where possible and practical, staff are required to use the ‘two-adult’ rule, wherein two or more adults supervise all activities, where minors or children are involved and are present at all times. Staff may not befriend children who come into contact with LVCT Health through social media outlets, such as Facebook.
- Inappropriate behaviour toward children, including failure to follow LVCT Health’s Behaviour Protocols or sexual abuse of a child is grounds for discipline, which may include dismissal from employment.
- LVCT Health will maintain links to a designated child protection officer at a nearby police station (child protection unit), or children’s officer. It is the responsibility of this person to make themselves available for consultation by staff, volunteers, visitors, children, and their families

WHAT TO DO WITH YOUR CONCERNS

In the event that a child makes an allegation or disclosure of abuse against an adult or another child or young person, it is important that you:

- Listen to them and/or closely observe their presentation and behaviour;
- Let them know that you take what they are saying seriously;
- **Do not** attempt to question or interview them yourself;
- Let them know that you will need to tell someone else in order to help them. Do not promise to keep what they tell you secret;

Sometimes you may just feel concerned about a child but do not know whether to share your concerns or not. In this situation, you should always raise your concerns with your designated supervisor, who will help you to decide what to do. The responsibility for investigating allegations of abuse, whether they result from the disclosure of a child or the concerns of an adult, lies with Children’s department and the Police . Your supervisor will advise you when or whether to inform the child’s parents or caregivers about any concerns. If they decide to pursue a child protection investigation, you should:

- Work closely and collaboratively with all professionals involved in the investigation, in order to keep the child safe;
- Attend a child protection investigation session if/when you are invited. You will be asked to provide information about your involvement with the child, which is why it is important to keep records of your concerns;
- Attend any subsequent child protection investigation review sessions.

INCIDENTS REPORTING

LVCT Health is aware of the possibility that allegations of abuse can be made against members of staff. The allegations can be made by children or other concerned parties. Allegations can be made for a variety of reasons. The following procedures need to be adhered to:

- LVCT Health places a mandatory obligation on all employees, volunteers, contractors and partners to report concerns, suspicions, allegations and incidents which indicate actual or potential abuse or exploitation vulnerable people or which suggests this policy may have in any other way been breached. Incidences can be reported verbally or via written format
- Report via the channels below, including your supervisor, **immediately within 24 hours**;
- As the person receiving the incident report, make a written record of the incident or events, using the **Safeguarding Incident Form**
- In the interest of ‘Do no Harm’ principle, where cases of child abuse are reported, endeavour to ensure that the child in question is safe and away from the alleged abuser;
- An allegation of child abuse is a serious issue. Information about a child safeguarding incident is shared only with people on a ‘need to know’ basis as deemed necessary. This must be the Safeguarding Committee (via the Safeguarding Focal Champion) and the Executive Director, or an appointee.
- Anyone given information regarding the names, identities, allegations, and/or information regarding the investigation, as outlined above is required to maintain confidentiality at all times.

Standard Reporting Mechanisms

Concerns related to safeguarding should be reported, **ideally within 24 hours**, using **one** of the below options.

In-person	<ul style="list-style-type: none"> • PSEA/Safeguarding committee member • Safeguarding Focal Champion at region / project level • Immediate supervisor, manager or supervisor of another department
Via telephone	0704053850
Via email	psea@lvcthealth.org
Via website/online form	LVCT Health reporting website

RECEIVING AND RESPONDING TO COMPLAINTS AND CONCERNS

By creating safe environments, we work to reduce the potential for things to go wrong. However, in the event when there is a concern, it is important that our response is appropriate, professional and limits any further possible stress or impact. We are therefore committed to doing the following:

- Take all complaints and concerns seriously
- Conduct initial risk assessments and put in place measures to maintain the safety of all those involved pending investigations
- Respect confidentiality in relation to all complaints and concerns.

LVCT Health will adopt the Investigation guidelines outlines below when responding to safeguarding concerns. Each case will be considered individually and in accordance with national legal or other expert advice.

During Investigations

Once an allegation has been reported, the following will occur:

- An alleged perpetrator of child abuse will normally be suspended from their position during the investigation of the allegations.
- The Safeguarding Committee will commence investigations to gather as much information as possible regarding the allegation.
- The person accused will be informed that allegations have been made against him or her and given an opportunity to respond.
- Local authorities may be informed as part of the investigation. This will include, but not limited to, Children's Officer or police (especially Child Protection Unit officer) relevant to where the child lives. The parents or caregivers of the child will be contacted, if advised to do so by the social worker/officer in charge of allegations

Post Investigations

- At the conclusion of the investigation, the suspended person will be informed in writing of the results of the investigation and what corrective action, if any, will be taken. The report will be filed in the employee's personnel file.
- An employee who is proven to have committed child abuse will immediately be dismissed from their employment with LVCT Health and not eligible for rehire.
- In the event an employee is discharged for suspected child sexual abuse and exploitation, LVCT Health may disclose such information if requested by a prospective employer. Such disclosures are made in accordance with applicable law and/or customs.
- In the event an allegation is proven to be untrue, or even fabricated, appropriate steps are taken for follow-up with the person who has been accused, the child, and the person who did the reporting. If an employee raises a legitimate concern about suspected child abuse, which proves to be unfounded at the conclusion of an investigation, no action will be taken against the employee. However, any employee who makes false and malicious accusations will face disciplinary action, up to and including termination.

LVCT Health will manage safeguarding reports (and other complaints) in a manner that prioritizes the safety of the complainant and those affected at all stages. We will recommend referral to long-term support services for children, vulnerable adults and others directly affected by or involved in the incident, as appropriate, such as supportive counselling and medical support. Decisions on the support care will be led by the survivor as part of our client-centred approach.

Onward Reporting

We report statistics and anonymized individual serious reports to the relevant regulatory bodies and donors, as required. As a general rule, names or personal details of alleged survivors, perpetrators, individuals who report the concern or allegation, or others involved will not be shared. If it is necessary to disclose information to third parties this is decided on a case-by-case basis and, as far as possible, with the agreement of the individuals involved, except in cases of criminal activity.

BREACHES OF THIS POLICY

- Failure to comply with these responsibilities may incur the following sanctions: For LVCT Health staff, consultants, and representatives – disciplinary action, up to and including dismissal or termination of contract.
- For third party groups (Partners, contractors, vendors, suppliers, consultants, and others with whom we provide assets in exchange for services or products) who work in LVCT Health supported projects any related safeguarding concerns/cases related to an accompanying adult, staff member or non-staff personnel of that organisation will be referred to the relevant organisation for further investigation
- Further action may be taken by LVCT Health – up to and including termination of all relations, including grant, contractual and partnership agreements with the LVCT Health.
- Where relevant – appropriate legal action will be taken where the investigated concerns are deemed of criminal offence.

ROLES AND RESPONSIBILITIES OF LVCT HEALTH STAFF

The ED and Board members	Will take a leadership role in promoting the child protection and safeguarding Policy to ensure best practice in the organisation regarding children’s safety. They will ensure that it is reviewed and updated every 3 years.
All directors and line managers	are responsible for the day-to-day operation of the child protection procedures in accordance with this Policy. They must ensure that LVCT Health staff and third-party groups that have reported child protection concerns (or who are accused of child abuse) are given appropriate care, support and protection in dealing with all aspects of the case, including any safety concerns and potential reprisals which may arise.
All LVCT Health staff, visitors, third party	All should be aware, through this Policy document, of their responsibilities and duty of care to ensure child abuse is prevented and reporting mechanisms adhered to.
HR and internal	Responsible for conducting periodic risk assessment within program and research activities to ensure provision of safe, inclusive environment for children

ANNEXES

Annex 1: Safeguarding Incidence Reporting Form

**Safeguarding Incident and Concern Report Form
Strictly Confidential**

To be completed as fully as possible if you have concerns regarding a child and pass the information onto the designated Safeguarding Champions (SC). The SC will then look at the information, share it with the Safeguarding Committee who will advise and plan a course of action and if necessary contact the relevant organisations.

This form can be used to guide your conversation/quickly capture information about any actual or suspected incidents of sexual exploitation, sexual abuse, or any form of child or vulnerable adult abuse.

Note: If you are unable to complete all the sections, fill in what you do know. You must not seek to find any information that you do not know. This will form part of the follow-up process by the relevant case team.

This information should then be shared as soft copy sent to psea@lvcthealth.org.

All hardcopies generated can be scanned, stored securely and the hard copy destroyed immediately.

Details of Person Completing the form	
Name	
Job Title	
Relationship to LVCT Health (e.g. employee, staff, volunteer, partner staff)	
Contact Details (e.g. telephone number and email)	
The victim/survivor's details	
Assure the survivor that any information shared will be kept confidential and will only be shared with the relevant authority as appropriate	
Name	
Gender	
Date of birth (if unknown, please specify if you think/know the individual(s) are under the age of 18, including actual/approximate age and sex (if known) .	
Relationship of alleged survivor to LVCT Health (e.g. research participant, programme participant, community member in programming site)	

Details on the alleged incident	
Current Location	
Contact details of parent/ guardian/ caregiver/ trusted person	
Current location of the person making/who made the report to you	
Location alleged incident occurred <i>As much detail as possible e.g. Country, City/Town/ Village, Address(es)</i>	
Today's date	
Date alleged incident was disclosed to you if different to today's date	
Other relevant details about the alleged survivor: <i>e.g., family circumstances, physical and mental health, any communication/language difficulties, disability.</i>	
Details of the person who reported this matter you (if different to the alleged survivor)	
Name	
Gender	
Relationship of person reporting to LVCT Health	<input type="checkbox"/> Staff – full time, temporary, volunteer, locum, intern Cadre: Site:
	<input type="checkbox"/> Program participant
	<input type="checkbox"/> LVCT Health visitor
	<input type="checkbox"/> Partner staff member Name of organisation: Cadre: Site:
	<input type="checkbox"/> Third party group (Consultant, vendor, supplier)
	<input type="checkbox"/> Community member

Current Location		
Contact details		
If a disclosure was made to them, how did they receive this information? e.g. by telephone/email/letter/in person		
How was this information disclosed to the person reporting?	<input type="checkbox"/>	A disclosure made directly to them by the alleged survivor
	<input type="checkbox"/>	A disclosure or suspicions passed on to them from a third party
	<input type="checkbox"/>	It is their own suspicions or concerns
Details of the Implicated Person (Sometimes known as ‘subject of concern’ or ‘alleged perpetrator’)		
Name		
Gender		
Position	<input type="checkbox"/>	Staff – full time, temporary, volunteer, locum, intern Cadre: Site:
	<input type="checkbox"/>	Program participant
	<input type="checkbox"/>	LVCT Health visitor
	<input type="checkbox"/>	Partner staff Name of organisation: Cadre: Site:
	<input type="checkbox"/>	Third party group (Consultant, vendor, supplier)
	<input type="checkbox"/>	Community member
Further information on the reported incident(s)		
<p>Details of the allegation/suspicion(s). <i>State exactly what you were told or observed. Include details of any witnesses to the incident and any other information that could be helpful in addressing this matter. Use the persons own words as much as possible. Please use as much space as necessary and attach any supporting evidence:</i></p>		

Please indicate the abuse type if known. Tick all that apply; leave blank if uncertain			
<input type="checkbox"/>	Domestic abuse	<input type="checkbox"/>	Sexual abuse
<input type="checkbox"/>	Neglect	<input type="checkbox"/>	Online abuse
<input type="checkbox"/>	Physical abuse	<input type="checkbox"/>	Emotional / psychological abuse
<input type="checkbox"/>	Child sexual exploitation	<input type="checkbox"/>	Female Genital Mutilation
<input type="checkbox"/>	Bullying and cyberbullying	<input type="checkbox"/>	Child trafficking
<input type="checkbox"/>	Grooming	<input type="checkbox"/>	Harmful sexual behaviour
Time and Date alleged incident (s) occurred <i>(as specific as possible):</i>			
How long has the issue being going on? <i>(e.g. happened once, multiple occasions, months, years):</i>			
Has this incident been reported to external authorities? <i>(e.g. police, chief, children officer, social worker, legal office). Please indicate where else or to who it has been reported. Share the contact of the person reported to</i>			
Has any immediate action been taken to provide the alleged survivor with support <i>(e.g., counselling, medical assistance)? If so please describe.</i>			
Has any immediate action been taken in respect of the implicated person? <i>(e.g., suspension, transfer to another site)? If so please describe.</i>			

Annex 2: Sample Parent Consent for Photographic / film use of children under 18 years

Parent/ Guardian / Caregiver Consent for Photography/ film Use of Children under 18 years of age/vulnerable adult

I, (adult’s name) _____
Of (address) _____
Being the child/children’s/ parent or legal guardian, hereby give permission for
(Contact name) _____
(Organisation name) _____
(Organisation address) _____

To take and use publicity photographs/film of

(child/children’s name/s) _____ Age of child _____
(child/children’s name/s) _____ Age of child _____
(child/children’s name/s) _____ Age of child _____
(child/children’s name/s) _____ Age of child _____
(child/children’s name/s) _____ Age of child _____

I also consent to use of the photos for publicity, marketing, and advertising for LVCT Health projects.

I agree that the photos/film may be combined with other images, text and graphics and be cropped, altered or modified in any way that LVCT Health deems appropriate.

I consent to the provision of this form and the details within it to LVCT Health, and to their storing these on a database.

I understand that the child’s/children’s name/s will not be given to press or public without my consent.

I also understand that I may cancel this permission in writing, and that LVCT Health will take all reasonable steps to ensure that the photograph/film is withdrawn from future use.

I further understand that I shall receive no remuneration for this assistance.

Signed: _____ Date: _____

Annex 3: Sample Visitor Child Protection and Safeguarding declaration Form

VISITOR CHILD SAFEGUARDING AND PROTECTION FORM

To be read and signed by all visitors going to a supported site:

LVCT Health visitors – refers to a range of persons who are visiting our offices, LVCT Health supported health facilities/clinics/Drop in centres or programmes and may come into contact with children and young people through an LVCT Health Entity, including journalists, media, researchers, visiting sponsors and celebrities.

General information:

- A child refers to every young person under the age of 18 years old
- LVCT Health takes responsibility for promoting the protection of the children who are on the site during the visit. If under any circumstance the LVCT Health staff present do not approve of your behaviour they hold the right to address this and to take the appropriate action.

Visitors should:

- Avoid inappropriate dress and be culturally sensitive to the environment in which the project is based
- Avoid questionable behaviour, which could be offensive or misinterpreted
- Be visible to other adults at all times
- Respect each child's boundaries, and their right to privacy and confidentiality
- Be culturally sensitive to the attitude of physical contact. Touch should only be initiated by the child and should be age appropriate.

It is not appropriate to:

- Spend time alone with children
- Invite children to meet with you, or to come to your house
- Give children your email address, cell phone number or any contact details
- Use discriminative or suggestive language or behaviour

With regards to taking photographs, the following must be considered:

- **No photographs may be taken without the permission** of the child, consent of the parent/guardian, consent of LVCT Health staff member and participating organisation.
- No visitor is allowed to **create or use** any visual image that:
 - a) Does not respect the dignity and self-worth of the child
 - b) Is exploitative or manipulative as far as the subject is concerned (*e.g.* asking the child to cry for the photograph)
 - c) Misleads the viewer as to the actual situation of the subject of the image (*e.g.* labelling children as HIV orphans)
 - d) Distorts reality or does not accurately reflect reality
- No photographs of children's profiles or in swimming costumes may be published or used in electronic media



By signing this form I declare that I have read the Code of Conduct, and agree to abide by it.

Visitors

Name _____

Organization _____

Title _____

Signature _____ Date _____

LVCT Health or partner staff

Name _____

Job Title _____

Site name: _____

Signature _____ Date _____