

# LVCT HEALTH SAFEGUARDING POLICY

Policy Name	LVCT Health Safeguarding Policy
<p>Purpose and Description</p>	<p>The purpose of this Policy and associated procedures is to provide clarity to ALL on how they should engage with children, young people and vulnerable adults when working for, on behalf of, or in partnership with LVCT Health.</p> <p>The Policy provides information on the actions that will be taken at an organisational level to prevent abuse and exploitation of project and research participants, who are deemed vulnerable in the context of our programming. The Policy further guides on protecting staff from any form of safeguarding cases from fellow staff and other organisational partners. Abiding by the Policy creates and ensures a safe working environment for all.</p>
<p>Applicable</p>	<ul style="list-style-type: none"> <li>• <b>Board of Directors/Trustees</b></li> <li>• <b>All LVCT Health Staff</b> – temporary or full-time staff, volunteers, interns, locums</li> <li>• <b>LVCT Health visitors</b> – 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.</li> <li>• <b>Direct beneficiaries/clients</b></li> <li>• <b>Third-party</b> - Partners, contractors, vendors, suppliers, consultants, and others with whom we provide assets in exchange for services or products.</li> </ul>
<p>First approved</p>	<p>2020</p>
<p>Effective date</p>	<p>January 2023</p>
<p>Date of last review</p>	<p>December 2022</p>
<p>Date for next review</p>	<p>December 2025</p>
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## DEFINITIONS

<p><b>Abuse/harm</b></p>	<p>Any action or inaction that causes harm to another person. It can include physical abuse, emotional abuse, sexual abuse, and neglect. It also includes abuse online and/or through mobile technology. It can be in the forms described here below:</p> <p>Physical abuse: The use of physical force against a child or vulnerable adult that harms the child or vulnerable adult. Physically abusive behaviour includes shoving, hitting, slapping, shaking, throwing, punching, kicking, biting, burning, strangling, and poisoning.</p> <p>Sexual abuse: This involves forcing or enticing a person to participate in sexual activities, including prostitution, whether or not the person (e.g., child or vulnerable adult) is aware of what is happening. The activities may involve physical contact, including penetrative (e.g., rape, defilement or oral sex) or non-penetrative acts. In addition, they may include non-contact activities, such as involving the person in looking at or in the production of sexual online images, watching sexual activities, or encouraging him/her/them to behave in sexually inappropriate ways.</p> <p>Emotional abuse: This involves controlling another person by using emotions to criticise, embarrass, shame, blame, or otherwise manipulate them</p>
<p><b>Child</b></p>	<p>Anyone under the age of 18 years, irrespective of the age of majority in the country where 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</p>
<p><b>Code of Conduct</b></p>	<p>Code of Conduct Clear and concise guide of what is and is not acceptable behaviour or practice as an LVCT Health staff and board of directors/ trustee</p>
<p><b>Conflict of Interest</b></p>	<p>This a situation in which a staff member has an Interest which may compromise his/her obligations to LVCT Health or to any other party with which LVCT Health has a relationship (for example, a funding body). Compromising could be where incentives are given to a staff member, which affects their actions, or where staff has the opportunity to affect or influence a decision. Conflict of interest includes perceived and potential and actual conflicts of interest. A perceived conflict of interest is one a reasonable person would consider likely to compromise objectivity. A potential conflict of interest is a situation which could develop into an actual or perceived conflict of interest.</p>
<p><b>Do no harm</b></p>	<p>Refers to our responsibility to prevent or minimise the harm that could be done inadvertently as a result of LVCT Health's organisational activities</p>
<p><b>Exploitation</b></p>	<p>Any actual or attempted abuse of a position of vulnerability, differential power, or trust to profit monetarily, socially, or politically.</p>

<p>Harassment</p>	<p>Unwelcome conduct that is based on race, colour, or ethnic or national origin, colour, religion, sex (including sexual orientation, gender identity, or pregnancy), national origin, older age (beginning at age 40), disability, or genetic information (including family medical history), religion, age, sex, sexual orientation, gender identity, or perceived adherence to gender norms, medical conditions, pregnancy, childbirth, and breastfeeding, nationality or citizenship, physical or mental disability, genetic information or characteristics, military or veteran status, status as a survivor of violence, any other class, status or characteristic protected by local law. Harassment can be spoken, written, non-verbal, or physical. Usually harassment is repeated and persistent, but sometimes a single serious incident can represent harassment.</p>
<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><b>Consent:</b></p> <ul style="list-style-type: none"> <li>• Can be withdrawn at any time</li> <li>• Cannot be coerced or compelled by force, threat, deception or intimidation</li> <li>• Cannot be given by someone who is incapacitated</li> </ul> <p>Cannot be assumed based on silence, previous relationships or experiences</p>
<p>Neglect</p>	<p>The failure by a parent or caregiver to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential for their physical and emotional development and wellbeing</p>
<p>Oppressive Behaviour</p>	<p>Sexism, classism, homophobia, biphobia, transphobia, fatphobia, ageism, or discrimination on the basis of HIV status, ethnicity, religion, cultural, spiritual belief, or any other kind of oppressive behaviour is unacceptable and will be challenged</p>
<p>Power</p>	<p>Power is the influence we have in our own lives and in the lives of others. It can include having control, authority, or influence over others (power over), the ability to recognise our own knowledge and worth (power within), the agency and capacity to achieve our goals (power to), and the ability to join power with others to build a sense of support and mutual solidarity and take collective action (power with).</p>
<p>Safeguarding</p>	<p>The act of protecting the health, well-being, and human rights of all people — especially children, young people and vulnerable adults — to live free from abuse, harm, and neglect. This includes:</p> <ul style="list-style-type: none"> <li>• Protecting our team members from harassment and violence, including sexual harassment and assault</li> <li>• Protecting program and study participants from sexual exploitation and abuse</li> <li>• Protecting children from harm of any type</li> <li>• Preventing human trafficking</li> </ul>

Safeguarding concern or allegation	A suspicion or allegation that a breach of this safeguarding Policy has occurred or may be at risk of occurring. This includes disclosures by children and vulnerable adults.
Sexual exploitation and abuse	This means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially, or politically from the sexual exploitation of another.
Sexual and gender-based violence	This refers to any act that is perpetrated against a person's will and is based on gender norms and unequal power relationships. It includes any form of a non-consensual sexual act, attempt to forcefully obtain a sexual act, unwanted sexual comments or advances, or acts to traffic women's sexuality, using coercion, threats of harm or physical force, by any person regardless of relationship to the survivor, in any setting, including but not limited to home and work.
Sexual harassment	This is any unwelcome sexual advance, request for sexual favour, verbal or physical conduct or gesture of a sexual nature, or any other behaviour of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation to another, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment. While typically involving a pattern of behaviour, it can take the form of a single incident. Sexual harassment may occur between persons of the opposite or same-sex. Any person can be either the victim or the offender.
Survivor/victim	Refers to the person who it is alleged has been the subject of abuse or exploitation. The term 'survivor' implies strength and resilience. 'Victim' is used to mean the victim of an alleged perpetrator's actions. However, this is not intended to negate the dignity and agency of an individual.
Transactional sex	Refers to the exchange of money, employment, goods, or services for sex, including sexual favours. <ul style="list-style-type: none"> <li>• LVCT Health strictly prohibits transactional sex along with any other forms of humiliating, degrading or exploitative behaviour, including exchange of assistance that is due to rights holders.</li> <li>• LVCT Health does not make judgement against rights holders or others who choose to take part in such transactions but recognises the inherent unequal power dynamic and so prohibits staff from exchanging money or anything else for sex.</li> </ul>
Violence against children	All forms of physical, sexual, and mental violence, neglect, negligent treatment, maltreatment, exploitation, and harm or abuse (described above), including commercial sexual exploitation, trafficking, child labour, and other harmful practices, such as female genital mutilation and child marriage.

<p><b>Vulnerable adult</b></p>	<p>Person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This may include a person with disability(ies) and/or age, illness, or life circumstances that render him/her unable to take care of themselves or to protect him/herself against harm or exploitation. This Policy recognises that every adult (a person aged 18 years or over) could be subject to harm or exploitation based on their age, gender, sexual orientation, health, social or economic status, as well as relationships of dependency and hierarchy they are in. It refers to an individual age 18 or older who has the functional, mental, or physical inability to care for themselves.</p>
<p><b>Workplace violence</b></p>	<p>Any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behaviour that occurs in the work environment</p>



## INTRODUCTION

LVCT Health recognises that staff working at LVCT have power and privilege that may potentially cause harm to the people served by the organisation. The power and privileges also differ among the staff which can lead to an unsafe work environment. LVCT Health is cognisant that development and empowerment work is steered by grassroots leaders and power is shifted into the hands of communities. We recognise that many of those reached and impacted through our work are disadvantaged, vulnerable, or lack access to rights, opportunities, and resources and the potential for exploitation that comes with this. In the course of our work, we' have also become aware of the ways in which children and vulnerable adults can be abused by those in a position of power or trust over them, including through community development programs.

Safeguarding policies have become an integral part of successful program and research design, implementation and evaluation. Safeguarding is a broad term that LVCT Health uses to describe the organisation's policies, procedures and practices designed to prevent and protect vulnerable and marginalised people in the community and work place from all forms of abuse, including child abuse, sexual exploitation, sexual harassment and sexual violence of any kind caused by employees, volunteers, associated personnel, operations, research and programs. LVCT Health is committed to upholding and maintaining the highest standards of behaviour and integrity when working with communities and fostering a safe environment where staff can realise their career goals. LVCT's commitment to safeguarding complies with the values that shape our culture.

This Policy is informed by and committed to the principles laid out in the Constitution of Kenya 2010-article 53 on Children, Article 54 on persons living with disability and Article 56 on Marginalised groups, the Children's Act Cap 141, Counter-Trafficking in Persons Act No.8 of 2010, the Kenya employment act 2007, Guidelines for Conducting Adolescent HIV Sexual and Reproductive Health Research in Kenya 2015 and the Kenya AIDS Strategic Framework. LVCT Health believes that safeguarding is everyone's responsibility and the duty to safeguard others applies without exception to anyone associated with LVCT Health. Safeguarding incidents are rooted in an imbalance of power, particularly gendered sexualised abuses of power. LVCT Health has a zero-tolerance approach to all forms of exploitation and abuse committed by employees, volunteers or others affiliated with our work. We acknowledge that the risk of these harms can never be completely eradicated and for this reason, zero tolerance means we encourage reports, we investigate, and we sanction even minor infringements of this Policy and related breaches of our Code of Conduct whether a proven incident happened in or out of working hours. LVCT Health recognises that persons with disabilities are subject to multiple discrimination and are at increased risk of abuse, sexual exploitation, and sexual violence. The heightened risk means that additional measures must be considered to fully protect them from through a disability-inclusive safeguarding approach that proactively includes persons with disabilities. must be applied. Any safeguarding issue meted on our staff by any of our partners will be taken seriously, investigated and necessary action taken.

## Why is safeguarding important?

- Safeguarding ensures that LVCT Health staff and participants in programmatic, including research, activities are protected from possible harm, including from LVCT Health staff
- Safeguarding means that LVCT Health team members can contribute fully to our mission
- Everyone deserves to live a life free of violence, abuse, harm. This includes workplace and community settings.

## SCOPE

This Policy applies to the listed persons

- 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 / clients who can be referred to as vulnerable persons (children and adults)
- Third party - Partners, contractors, vendors, suppliers, consultants, and others with whom we provide assets in exchange for services or products

Safeguarding is everyone's responsibility and specific policies are needed to support research to ensure the "do no harm" approach to research and program activities.

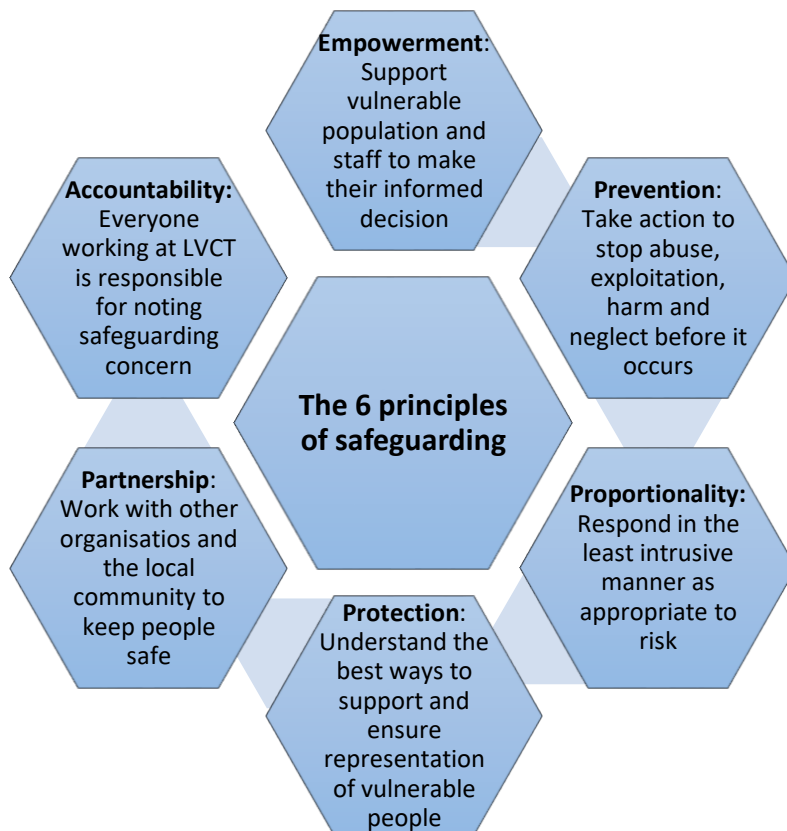
## POLICY STATEMENT

LVCT Health has a zero-tolerance approach to abuse and exploitation of vulnerable people. We also recognise that safeguarding is everyone's responsibility and that we have an obligation to put reasonable measures in place to create a safe environment that promotes the rights, welfare, and best interests of those with whom we work, those under the care of the organisations we partner with and our staff too. LVCT Health expects the aforementioned categories of persons to uphold our safeguarding commitments in both their professional and personal lives. All LVCT Health staff, visitors and third-party groups will be required to sign the declaration forms attached to this Policy as part of their contract with us and agree to abide by the behaviours and procedures outlined.



## LVCT Health's guiding principles on safeguarding

These 6 principles of safeguarding outline the best ways to safeguard vulnerable adults. They underpin what safeguarding is all about: ensuring that the health, wellbeing and human rights of children and vulnerable adults are protected.



## PURPOSE

The purpose of this Policy is to set out the position of LVCT Health on prevention and protection of the marginalised and vulnerable persons from abuse, sexual exploitation and sexual violations of all kind, the responsibilities

This Policy aims to

- Stop abuse or neglect wherever possible;
- prevent harm and reduce risk of abuse and neglect for those who are vulnerable and/or marginalised;
- safeguard communities and staff in a way that supports them in making decisions;
- raise public awareness so that communities as a whole, alongside professionals, play their part in preventing, identifying and responding to abuse and neglect;
- provide information and support to help people understand abuse, how to stay safe and how to raise concerns;
- address the causes of abuse

## Linked Policies

LVCT Health has a number of related policies and procedures already in place, which should be considered in conjunction with this Policy. These include:

- Workplace Harassment Policy including Sexual Harassment in Workplace
- Whistleblowing Policy
- Child Safeguarding and Protection Policy
- Code of Conduct
- Human Resource Manual

## SAFEGUARDING COMMITTEE

The Safeguarding Committee has the overall responsibility for the promotion, awareness and implementation of the LVCT Health's child and vulnerable adult safeguarding procedure. The Committee must ensure:

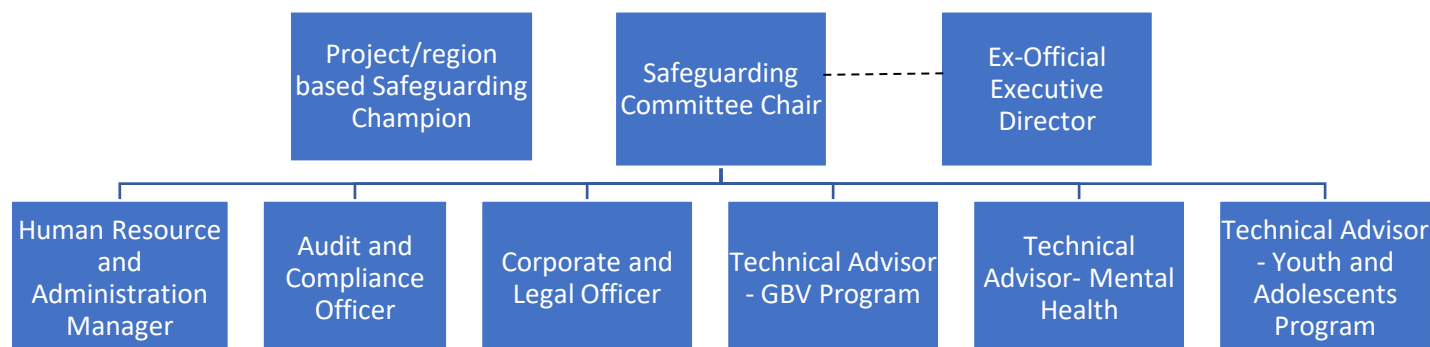
- Effective decision-making to address incidents or concerns that have been raised, and liaising with the relevant stakeholders
- Implementation of this investigation procedure and the timely and appropriate response to any situation raising child safeguarding concerns
- Monitoring of the procedures and reporting on any developments to the Executive Office
- Development and coordination of child and vulnerable adult safeguarding briefings and/or information, as required
- Provision of regular updates of any aforementioned procedures, based on an analysis of lessons learned and consultations with partners and relevant stakeholders

## Accountability

- The Safeguarding Committee is accountable to the Executive Team. Post investigations and following each Committee meeting, the Committee Chair will present a written report to the next appropriate meeting of the Executive Team, informing it of the Committee's actions and detailing any recommendations.
- The Chair of the Safeguarding Committee will be accountable for ensuring the recommendations to the Executive Team reflect appropriate consideration of equality, diversity and human rights, as well as present risks.
- The Safeguarding Champion and his or her alternate must be LVCT health staff members and act as Secretariat to the Safeguarding Committee.

## Membership

The membership of the Safeguarding Committee is as described below. Members are expected to be a safeguarding 'champions' within their directorate, ensuring that safeguarding considerations are embedded throughout the directorate.



The Safeguarding Chair's alternate is the LVCT Health's Corporate and Legal Officer, in case the Chair is in any way alleged to be personally compromised or is in any way associated with the incident or other child safeguarding concern. The Terms of Reference for Safeguarding Committee membership are listed in **Annex 9**.

### Attendance

- All Committee members are expected to attend meetings when called upon. A member should nominate a deputy to attend should they be unable to attend a meeting. Prior notice needs to be given to the Chair.
- Attendance of safeguarding committee meetings will be recorded by the Secretariat
- The quorum for a meeting is a minimum of four members, one of which should be the Chair. The Chair will nominate a deputy to act as chair should they be unable to attend a meeting.
- Other officers may be invited to attend for discussion of items relevant to their responsibilities.

Additionally, the Committee will meet every quarter to:

- Agree protocols and procedures that reflect a best practice approach to safeguarding
- Ensure clear accountability and training for those with responsibility for safeguarding
- Share learning and casework developments to improve awareness and compliance

### Monitoring

The Safeguarding Committee and the Executive Director (as ex-official) will have overall oversight of cases that are referred under this Policy. There will be an ongoing review of the implications of any cause for concern arising under this Policy and associated Code of Practice and whether, as a result, it might be necessary to take further action itself or to review or amend its Policy, Code of Conduct and procedures.

## IMPLEMENTATION OF SAFEGUARDING POLICY AT LVCT HEALTH

LVCT Health endeavours to create the safest possible environment for all people, especially children and vulnerable adults that come into contact with us. Summarily, LVCT Health will:

- Ensure all staff have access to, are familiar with, and know their responsibilities within this Policy
- Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with LVCT Health either in person or through our digital channels. This includes the way in which information about individuals in our programmes is gathered and communicated
- Ensure all staff understand and sign up to LVCT Health's Safeguarding Code of Conduct
- Ensure staff receive training on safeguarding at a level commensurate with their role in the organisation
- Follow up on reports of safeguarding concerns promptly and according to due process

We do this by implementing the following practices:

### Risk Assessment/ Safe Programming

LVCT Health is committed to promoting safe programming by actively including risk management as an ongoing part of all our work by:

- Conducting thorough risk assessments of all programs and activities prior to commencement to identify risks and develop mitigation strategies to reduce and manage risks to all people, especially children and vulnerable adults. It is recommended that the organisational risk register includes a process for the collection, registration and resolution of any risks, as well as mitigation actions. The register should be updated regularly. If there are several projects under implementation, there should be a risk register for each project and all registers should identify and address safeguarding risks.
- Aligning risk assessment procedures to good safeguarding standards and to our policy commitments.
- Monitoring risks to ensure assessment-identified risks are reviewed, emerging risks are incorporated and mitigation strategies put in place are being implemented and are effective through the programme cycle.
- Ensuring that we have safe and accessible feedback and complaints mechanisms so that any concerns can be reported and acted upon.
- Monitoring programmes feedback and complaint mechanisms to ensure they are known and utilised by people.
- Ensuring that sub-partners have mechanisms in place to actively prevent abuse, trafficking, and sexual exploitation, harassment towards children and vulnerable adults within the projects supported by LVCT Health
- Communicating our policies and expectations of our representatives' behaviour to communities we work with to raise their awareness and provide information on how they can engage with our organisation.

## Code of conduct

LVCT Health's Safeguarding Code of Conduct (see **Annex 1**: Code of Conduct) outlines the behaviour expected of staff – temporary and full-time staff, volunteers, locums and interns - who engage with children and adults at risk through the organisation's activities. It clarifies the standards of behaviour required of all staff. The underpinning principles of the code are that:

- The welfare of vulnerable persons – children and vulnerable adults at risk – is paramount
- It is the responsibility of all the aforementioned staff categories to behave with integrity, maturity and good judgement
- Anyone who represents the organisation will be required to sign the Safeguarding Code of Conduct (see **Annex 2: Policy Declaration Form**) and adhere to the guidance within. It is the responsibility of all staff categories to ensure that their behaviour meets the standards of this code of conduct at all times. Any breaches of the code must be reported.
- Managers have a responsibility to ensure that staff are aware of the Safeguarding Policy and Code of Conduct, that they sign the compliance form (see **Annex 2: Policy Declaration Form**), and that these are stored in a secure location with restricted access.
- Staff, members or volunteers who are found to have breached this code of conduct may be subject to the LVCT Health's disciplinary procedures. Any breach of the code involving a volunteer or member of staff from another organisation will result in them being reported to the appropriate Safeguarding Officer or Human Resource Office within that organisation.

## Safe Recruitment of staff and consultants

LVCT Health ensures that appropriate steps are taken during recruitment and selection of employees and representatives (including Board and Volunteers), to make sure that issues relating to safeguarding are considered and addressed. A Safe Recruitment Checklist (see **Annex 4**) must be followed throughout the recruitment process and this involves incorporating safeguarding considerations within:

- Job advertisements
- Job descriptions
- Interviews
- Reference checks
- Sign Policy and Code of Conduct Form (see **Annex 2**)
- Self-declaration (see **Annex 5**)
- Sign Policy and Code of Conduct Form (see **Annex 4**)
- Contract clauses
- Self-Declaration Form
- Police clearance/vetting
- Qualifications and identification check

As part of our procurement process, the selection process for consultants includes the requirement for consultants to sign adherence to the safeguarding code of conduct. They are also required to sign a self-declaration form (see **Annex 3 & 5**) Recruitment of Consultants.

As part of our procurement process, the selection process for consultants includes the requirement for consultants to sign adherence to the Safeguarding Code of Conduct (see **Annex 1: Code of Conduct**). They are also required to sign a Self-Declaration Form (see **Annex 2: Policy Declaration Form**) and the Self-Declaration Form (see **Annex 4: Self Declaration Form**)

## Education and Training

This Policy and associated Code of Conduct will be available for reference on the Human Resources web pages. Further:

- All staff will receive training on different aspects of our Safeguarding Policy and Code of Conduct to ensure that they are equipped to deal with safeguarding issues if and as they arise in their day-to-day work. A minimum of one safeguarding training session will be conducted. Additional sessions will be included to ensure that everyone can attend.
- LVCT Health will ensure that standard induction processes involving the above are done for all our partners, consultants, and other third-party associates.
- Staff will be made aware of changes and developments to the Policy and its implementation. LVCT Health will also provide staff with access to materials and resources to support their understanding and implementation of the safeguarding Policy. It will also encourage the sharing of experiences and examples of good practice in implementing the Policy across different roles and contexts.

## Appointment for designated Safeguarding Champions

LVCT Health will ensure that a nominated senior person is selected as the safeguarding lead within each region/project and everyone in the LVCT Health supported project – including linked third-party organisations and community – knows their name(s) and contact(s). In addition, training will be provided to the designated safeguarding champions on receiving and responding to safeguarding incidents and concerns appropriately.

They will be identified as Safeguarding Champions. Their key responsibilities are listed here:

- The Safeguarding Champions must immediately report to the Safeguarding Chair any safeguarding concern that they witness or is brought to their attention.
- They will participate in meetings with children ahead of and during the Committee's sessions and serve as the first contact to any child or adult who has a concern or is affected by an incident within the scope of the incident reporting and investigation procedure aforementioned.

## Partnerships and relationships with third party

In conducting our program and research activities, we enter into relationships partnerships typically with third-party organisations – academic collaborators, donors, philanthropic organisations commercial partnering. In these relationships, we receive funding, income and other gifts.

Whilst considering and reviewing any proposed relationship, the following guidelines to the relationship apply.



- Relationships should always support the LVCT Health's mission and strategic plan, and overall aim and objectives.
- Agreements with partners who do not have a child Safeguarding and Protection Policy or Safeguarding Policy will include a statement that they will either abide by the LVCT Health's Policy or develop their own as a condition of the partnership.

Relationships with third party should not

- Compromise the LVCT Health's status as an independent institution
- Create material conflicts of interest
- Arise, in whole or in part, from illegal activity that might include fraud or bribery, violation of human rights or the environment
- Lead LVCT Health to contravene data protection
- Require LVCT Health to be involved in action that is illegal
- Require LVCT Health to deviate from its normal hiring, promotion, procurement and contracting procedures in accordance to the Human Resource Manual.

LVCT Health has in place guidance and procedures for collaborative arrangements and placements which lay out the approval and associated due diligence processes for establishing new collaborations.

Staff are required to notify proposed collaborations to the Legal Office (for program/non-research agreements and collaborations) and Research Manager (for research agreements and collaborations) to enable these processes and procedures to operate effectively. The responsible mentioned officer will ensure/provide:

- Confirmation in each case that the has approved/rejected each (grant) application and the execution of the research related agreement or escalated the matter by the applicable procedures
- Confirmation that all necessary approvals have been received under the applicable procedures
- Records of the review process that has been conducted, including records of ethical due diligence carried out and all reports containing details of the ethical due diligence carried out/any recommendations made/approvals given
- Copies of material relationship documentation and archived within LVCT Health

Where an ethical matter is identified in connection with a (proposed) relationship with a third party, staff engaged in the partnership/agreement/collaboration should raise that issue with the Director of Programs (for program and non-research related partnership/agreement/collaboration) and Research Manager (for research-related partnerships). Where not resolution is reached, the matter can be escalated to the Executive Director, or an appointee.

### **Prevention of sexual exploitation and abuse of vulnerable persons**

LVCT Health staff are prohibited from:

- Transactional sex – Exchange money, employment, goods or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries of assistance – either in person or online

- Engage in any sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics
- Sexually abuse or exploit at-risk adults
- Subject an at-risk adult to physical, emotional or psychological abuse, or neglect – either in person or online.

### Child safeguarding and protection

LVCT Health staff are prohibited from any of the listed actions:

- Conduct a sexual relationship with a child or have any form of sexual contact with a child involved in LVCT Health-supported activity. Any such behaviour between an adult member of staff, and a child involved in LVCT Health activity represents a serious breach of trust on the part of the staff member
- Engage in sexual activity with anyone under the age of 18
- Sexually abuse or exploit children
- Subject a child to physical, emotional or psychological abuse, or neglect – either in person or on line
- Engage in any commercially exploitative activities with children including child labour or trafficking

Agreements with partners likely to work with children and vulnerable adults in the community and who do not have a Child Safeguarding and Protection Policy or Safeguarding Policy will include a statement that they will either abide by the LVCT Health's Policy or develop their own as a condition of the partnership.

### Safeguarding within research context

Safeguarding considerations whilst conducting research supported by LVCT Health include:

- Power relationships between researchers and participants
- Researching in the field and lone working
- Maintaining professional boundaries
- Disclosure of abuse/safeguarding issues during the data collection

Whilst conducting research supported by internal/external funding/agreement/collaborations and partnerships by LVCT Health, the researcher should strive to:

- Protect participants from undue harm;
- Ensure participation in research is voluntary
- Obtain fully informed consent for their participation;
- Make participants aware of their entitlement to refuse/withdraw at any stage
- Not exclude any group from consideration
- Maintain participants' anonymity and confidentiality.

**Limited confidentiality and shared confidentiality:** It is anticipated that when researching sensitive information like GBV and VAC, extremely sensitive information may be disclosed, for example, information that may indicate potential harm to a child. In these instances, the researcher should inform the Safeguarding Champion/Chair and Research Manager for further guidance. The reporting procedures are listed in the section 'Incidence Reporting and Investigations'. The Child Safeguarding and Protection Policy stipulates the direct actions to take where research involves children who are at risk of violence and abuse.

## Support and care services for survivors/victims

LVCT Health offers trauma-informed care for those affected by violence. In a reported case, 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. This will be decided upon on a case-by-case basis

## Promote safe and ethical communication and social media practices

The following are practises that staff members must follow in the collection, storage and dissemination of communications material concerning rights holders and community members, with a specific focus on adults at-risk recognising that some adults at-risk for a range of factors may not be able to give informed consent:

- The vulnerable person at risk's best interests must always be the primary consideration. Content gathering must always be a positive experience for the adult at-risk and they must be in a safe and conducive environment protected from any kind of abuse.
- Data will be gathered, stored, and shared in line with local and international data protection laws.
- Seek the adult at risk's free, prior, and informed consent where possible. The adult at-risk needs to fully understand why they are being interviewed/photographed. For example, you could show examples of how their photos could be used.
- If the adult at-risk cannot give informed consent ensure that full parental or guardian informed consent is received before gathering or using any content relating to adults at-risk (e.g., interviews, images or footage of adults at-risk) and that they understand the purpose of this activity and how the images or footage will be used without posing any risk to the adult at risk. Never photograph, video or interview a reluctant adult at-risk, even with parental or guardian consent.
- Never gather content that could shame, humiliate or degrade an adult at-risk, put them at risk immediately or at a later date, or perpetrate any form of abuse, discrimination and exploitation.
- Payment and/or gifts must not be given following content gathering as it can be confused with payment for information.
- If a contractor is used to gather content, they need to have a contract with ActionAid and have been briefed on this Policy and signed LVCT Health's Code of Conduct.

## Data Protection and Sharing Information

LVCT Health is committed to applying the highest levels of protection in the processing of personal data. We have the following in place:

- Restricted access and securities on all systems that hold personal data.
- Safeguarding cases can only be accessed by authorised staff on a case-by-case basis
- Ensure that all pictures of children and programme participants taken in relation to work are decent and respectful. Images of anyone that in any way has a negative impact on their dignity or privacy are not acceptable. Stories and images of children should be based on the child's best interest
- Obtain free, prior, and informed consent for interviews and before taking images (e.g., photographs and videos) of people including from parent(s) or guardian of children

- Protect children's identity in any media involving those under 18's. For example, ensuring information, including combinations of information, which could be used to identify a child is not published in images and/or interviews.
- Apply a safeguarding lens to all promotional communications and fundraising activities and prioritise the protection of community members who share stories for communication or advocacy purposes.

### Concerns in the Community (not involving LVCT Health's Staff or Representatives)

Concerns in the community are usually addressed through protection programming. For organisations that have specific protection programming then the concern should be addressed through this process. Otherwise, staff should report as per procedures outlined in section below. The safeguarding Designated person will be familiar with relevant Children's and Vulnerable Adult Services and will refer to the case in accordance with in-country legislation. Children's concerns will be reported to Children officers in the area while adults will be referred to the relevant offices dependent on the safeguarding concerns identified and the adult can also self-determine the next steps.

### INCIDENCE 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, vulnerable adults and other concerned parties. Allegations can be made for a variety of reasons.

The following procedures need 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 vulnerable person in question is safe and away from the alleged abuser;
- An allegation of abuse is a serious issue. Information about 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 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.
- Staff who fail to report a concern may be subject to disciplinary action. Deliberate false allegations are a serious disciplinary offence and will be investigated.

LVCT Health will manage safeguarding reports (and other complaints) in a manner that prioritises the safety of the complainant and those affected at all stages.

## LVCT Health available 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"> <li>• Safeguarding committee member</li> <li>• Safeguarding Focal Champion at region / project level</li> <li>• Immediate supervisor, manager or supervisor of another department</li> </ul>
Via telephone	0704053850
Via email	<a href="mailto:psea@lvcthealth.org">psea@lvcthealth.org</a>
Via website/online form	LVCT Health reporting website

**Staff who fail to report a concern may be subject to disciplinary action.**

## 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

LVCT Health Safeguarding Committee manages to safeguard concerns and allegations in accordance with this Policy and the Investigations Guidelines, prioritising the safety of the person raising the concern/allegation and those affected at all stages. Upon receipt of a safeguarding concern or allegation by the Safeguarding Committee, the following will occur:

- A Safeguarding Committee meeting will be held within 72 hours to assess the concern and consider if further investigation is required, based on an indication that there may have been a breach of our code of behaviour
- Where an LVCT Health representative is the subject of an allegation, the Safeguarding Committee will liaise with Executive Director, relevant manager, Human Resource Officer to discuss whether suspension is required until an investigation is completed. Suspension does not imply guilt but protects all parties. In most instances, the alleged perpetrator of 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, including the police, may be informed as part of the investigation and legal processes will be applied when necessary, and the case deemed a criminal offence.
- In case of a child abuse, 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 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 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 and the person who did the reporting. If an employee raises a legitimate concern about suspected 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 prioritises 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 anonymised 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 in deemed of criminal offence.

## ROLES & RESPONSIBILITIES

The following are the roles and responsibilities of the team involved in reporting.

Board of directors/trustees	Are accountable for this Safeguarding Policy and require from leadership regular reports on policy implementation and risks to inform their guidance for the organisation.
Executive Director	Must provide clear guidance and demonstrate how the organisation, across its operations, will make every effort to protect all people from sexual harassment, exploitation and abuse, and child abuse in the delivery of LVCT programmes. The ED must ensure that culturally appropriate, safe and accessible, community-based reporting mechanisms are developed, implemented, and monitored and reviewed for effectiveness. The ED will also make every effort to ensure that complaints handling, and investigation procedures are enacted, along with appropriate employee disciplinary procedures as recommended by the Safeguarding Committee. The ED is responsible for ensuring that good quality and appropriate survivor support services are made available in their location.
Directors	Ensure awareness-raising with programme and research participants and LVCT Employees and Related Personnel about protection from sexual harassment, exploitation and abuse, and child abuse, and how to use the reporting mechanisms. The Directors will lead LVCT's work with local partners to ensure appropriate support, assessment, and monitoring of partner commitments in relation to this Policy.
Line Managers, Supervisors and HR	Will ensure that all LVCT Employees and Related Personnel understand and comply with LVCT's Safeguarding Policy and sign the Safeguarding Code of Conduct. Human Resource Manager is responsible for robust safe recruitment and induction, whilst Managers and Supervisors are responsible for ensuring staff have a thorough awareness and sensitisation to this Policy and the issues it raises. Managers must ensure that all staff with specialised duties towards this Policy have the appropriate experience, training and support available to them, including staff responsible for receiving and handling sensitive reports and staff responsible for investigations. Managers will ensure performance management of staff, supports an accountable and safe organisational culture to prevent sexual harassment, exploitation and abuse, and child abuse.
All staff	All staff share an obligation to prevent, report and respond to sexual harassment, exploitation and abuse and child abuse. It is the responsibility of all LVCT Employees and Related Personnel to uphold LVCT's Safeguarding Policy and Safeguarding Code of Conduct. All LVCT Employees and Related Personnel must

	read this Policy and sign the Safeguarding Code of Conduct. Report any concerns immediately in accordance with this Policy.
Safeguarding Champions	Act as the main contact in their area for the protection of children and adults at risk and the person to whom staff should report concerns. Responsible for escalating concerns to Lead Safeguarding Officers as appropriate.

## ANNEXES

### PANNEX 1: SAFEGUARDING CODE OF CONDUCT

#### **I understand that LVCT Health has zero-tolerance for abuse and Exploitation**

- I will work actively to promote the best interests of children and adults.
- I will adhere to LVCT Health Staff Operations Code of Conduct on Gender and Sexual Diversity (GSD) (Annex 9).
- I recognise and will uphold LVCT Health safeguarding commitment in both my professional and personal life.
- I will act in line with LVCT Health Safeguarding Policy I will encourage children and adults to feel comfortable enough to point out attitudes and behaviour they do not like and to know where and how to make a complaint where necessary
- I will support an environment that is open to receiving safeguarding concerns and complaints and be aware of how I should respond in the event of a safeguarding disclosure to me (see annex 5)
- I will report any safeguarding concerns in accordance with the Safeguarding Policy.

#### **I understand and will abide by:**

- Staff and associates are prohibited from causing any physical or emotional harm to children or vulnerable adults.
- Staff and associates are prohibited from engaging in sexual activity with children (persons under the age of 18, regardless of the age of majority or age of consent locally). Mistaken belief regarding the age of a child is not a defence.
- Staff and associates are prohibited from the exchange of money, employment, goods, or services for sex, including sexual favours.
- Staff and associates are prohibited from engaging in sexual relationships with program participants.
- Staff and associates are prohibited from any form of humiliating, degrading, or exploitative behaviour toward children, women, and adults who may be vulnerable.
- Staff and associates are not to use their power or position to withhold assistance or services, or to give preferential treatment.
- Staff and associates are prohibited from using their power or position to request or demand payment, privilege, or any other benefit.
- Staff and associates are prohibited from engaging in trafficking in human beings, in all forms.

#### **Specific considerations for children:**

- Treat all children with respect
- Do not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- Do not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services
- Wherever possible, ensure that another adult is present when working near children
- Do not invite unaccompanied children into private residences, unless they are at immediate risk of injury or in physical danger

- Do not sleep close to unsupervised children unless absolutely necessary, in which case the supervisor's permission must be obtained, and ensuring that another adult is present if possible (noting that this does not apply to an individual's own children)
- Never use any computers, mobile phones, video cameras, cameras, or social media to exploit or harass children, or access child exploitation material through any medium
- Do not use physical punishment on children
- Do not hire children for domestic or other labour: which is inappropriate given their age or developmental stage; which interferes with their time available for education and recreational activities; or which places them at significant risk of injury
- Comply with all relevant legislation, including labour laws in relation to child labour
- Immediately report concerns or allegations of child exploitation and abuse and policy noncompliance in accordance with appropriate procedures
- Immediately disclose all charges, convictions, and other outcomes of an offense that relates to child exploitation and abuse, including those under traditional law, which occurred before or occurs during association with LVCT Health Legal Office and Executive Director, or man appointee
- Be aware of the behaviour and avoid actions or behaviours that could be perceived by others as child exploitation and abuse

These behaviours are not intended to interfere with normal family interactions

**When photographing or filming a child or using children's images for work-related purposes:**

- Take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child
- Obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. An explanation of how the photograph or film will be used must be provided
- Ensure photographs, films, videos, and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
- Ensure images are honest representations of the context and the facts
- Ensure file labels, metadata, or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form

**ANNEX 2: POLICY DECLARATION FORM**

The following declaration must be signed by all {insert organisation name} representatives:

Please return completed Declaration Forms to:

- The Human Resources Manager.

***I have read and fully understand the following:***

<input type="checkbox"/>	<b>LVCT Health Safeguarding Policy</b>
<input type="checkbox"/>	<b>LVCT Health Child Safeguarding and Protection Policy</b>
<input type="checkbox"/>	<b>LVCT Health Safeguarding Code of Conduct</b>
<input type="checkbox"/>	<b>LVCT Health Safeguarding Code of Conduct – Gender and Sexual Diversity</b>

***I agree to accept and apply the above Safeguarding Policy and Code of Conduct in their entirety.***

I understand the potential consequences if I do not follow the above Safeguarding Policy and Code of Conduct. There will be disciplinary action which may include termination of my contract. This will apply for any breach including if I:

- do not follow this Code of Conduct
- fail to keep people safe from harm or abuse
- fail to report incidents (whether suspected, alleged or witnessed)
- fail to report any form of sexual exploitation or abuse by others.

**Name (capital letters):** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Official Use Only:**

Form received by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## ANNEX 3: RECRUITMENT CHECKLIST

### SAFE RECRUITMENT CHECKLIST

Position \_\_\_\_\_ Candidate \_\_\_\_\_ Date \_\_\_\_\_

No	Activity	Considerations	Yes/No/ N/A	Signature & Date of person confirming
<b>During the recruitment phase (prior to appointment)</b>				
1.	<b>JOB ANALYSIS</b>	a) Level of access to vulnerable groups		
		b) Level of responsibility to implement Safeguarding and Complaints Follow-up		
2.	<b>JOB ADVERT</b>	a) Has a line on Safeguarding (and Code of Conduct) and the Inter-agency misconduct disclosure scheme where relevant been included in the advert		
3.	<b>JOB DESCRIPTION</b>	a) As a minimum has a line on safeguarding and code of conduct been included in the Job Description		
		b) Has the job description reflected responsibilities specific to safeguarding implementation?		
		c) Is the level of contact with vulnerable people clearly defined		
4.	<b>INTERVIEW QUESTIONS</b>	a) Have questions (relevant to the role) on Safeguarding been included in order to establish the candidate's understanding and attitudes to safeguarding		
5.	<b>INTERVIEW CLOSING</b>	a) Has the candidate been reminded of our policies and that she/he will be expected to sign and commit to these?		
		b) Has the candidate been given informed consent to carrying out safeguarding background checks (i.e., suitability to work with vulnerable groups)		
		c) Where relevant has the candidate been reminded of police vetting		
6.	<b>REFERENCES</b>	a) 2 references received (at a minimum a reference from the previous employer must be received before finalising recruitment)		
		b) Has the referee's identity been confirmed (through organisation, organisation email)?		
		c) Have relevant questions on Safeguarding been included as part of reference checks		
7.	<b>CHECKING IDENTITY AND OTHER ITEMS</b>	a) Have you asked to see the successful candidate's original photo ID ( <i>Passport or Driver's License</i> )		
		b) Have you asked to see relevant certificates of qualifications		
No	Activity	Considerations	Yes/No/ N/A	Signature & Date of person confirming



8.	<b>VETTING</b>	a)	Received signed Self-Declaration Form <sup>1</sup>		
		b)	Has police vetting relevant to the role been processed?		
		c)	Police Vetting Risk Assessment		
9.	<b>CONFIRMING APPOINTMENT</b>	a)	If deployment must proceed before full background checks have been carried out, the contract states that employment is subject to satisfactory background checks and the contract will be terminated if checks are not satisfactory.		
		b)	Contract for volunteers and temporary staff contains a clause stating that misconduct will result in immediate termination of the contract		
<b>After appointment (during the induction period)</b>					
10.	<b>SIGNING DECLARATION FORMS</b>	a)	Received signed Children Safeguarding and Protection Policy, and Safeguarding Policy Acknowledgment form		
11.	<b>SIGNING CODE OF CONDUCT</b>	a)	Received signed Code of Conduct		
12.	<b>RISK ASSESSMENT</b>	a)	If the results of the police check have not yet been received, consider limiting duties of the candidate in the meantime e.g., only supervised access to children and young people		
13.	<b>FURTHER REFERENCES</b>	a)	Has the second reference been received? If following the Misconduct Disclosure Scheme, references should cover past 5 years.		
14.	<b>TRAINING</b>	a)	Has the candidate been enrolled for induction on the Code of Conduct and Safeguarding Policies		

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<sup>1</sup> Self-declaration involves requiring an individual to provide information to be used as part of a decision on their suitability for a particular role with children.

## ANNEX 4: SELF-DECLARATION FORM

In order to comply with LVCT Health Safeguarding Policy and Code of Conduct, this form must be completed and signed by all employees, representatives, and third parties and returned to the human resources manager prior to engagement: (If you would like to discuss the form or your responses, please contact the safeguarding lead.

**Full Name (capital letters):** \_\_\_\_\_

**Address (capital letters):** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Place of Birth:** \_\_\_\_\_

1. Do you have any prosecutions pending or have you ever been charged or convicted of a criminal offence relating to the Exploitation or abuse of a child or adult?

Yes  No

If yes, please state below the nature and date(s) of the offence(s)

Date of offence: \_\_\_\_\_

Nature of offence: \_\_\_\_\_

2. Have you ever been the subject of disciplinary procedures, or have left or been asked to leave employment or voluntary activity due to inappropriate behaviour? (Please tick)

Yes  No

If yes, please give details including date(s) below:

Name of Employer: \_\_\_\_\_ Date of incident(s): \_\_\_\_\_

Nature of incident(s)/inappropriate behaviour: \_\_\_\_\_

### Declaration:

I understand that, if it is found that I have withheld information or included any false or misleading information above, I may be removed from my post whether paid or voluntary, without notice. I understand that LVCT Health will keep this information securely in accordance with Data Protection best practice/legislation. I hereby declare the information I have provided above is accurate.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

For recording official receipt of signed declaration:

Received by: \_\_\_\_\_

Date Received: \_\_\_\_\_



## SAFEGUARDING IS OUR PRIORITY

**... it's everyone's responsibility  
- including yours and others acting on  
behalf of LVCT Health**

**LVCT Health is committed to safeguarding programme participants from all forms of exploitation and abuse and expects all staff members and third parties (volunteers, visitors, consultants, or other contracted parties) to share this commitment**

### **Your responsibility:**

1. Model and promote respectful behaviour
2. Promote an environment that is open to hearing concerns
3. Report any concerns immediately to the Safeguarding Committee Chair and or Safeguarding Champion
4. **Telephone:** 0704053850
5. **Email:** [psea@lvcthealth.org](mailto:psea@lvcthealth.org)

**Safeguarding Focal Person(s) for this office**

**Telephone number: 0704053850**

**[www.lvcthealth.org](http://www.lvcthealth.org)**

## ANNEX 6: GUIDELINES FOR RECEIVING A DISCLOSURE



# SAFEGUARDING IS OUR PRIORITY

### **Do:**

- ✓ Stay calm
- ✓ Listen carefully and take the information seriously
- ✓ Tell the person that you have taken what s/he has said seriously and that you have heard them and understand what s/he is telling you
- ✓ Only ask questions if you need to clarify what is being said to you – don't ask about explicit details
- ✓ Allow the person to tell their story at their own pace
- ✓ Reassure the individual that, in disclosing the abuse, they have done the right thing
- ✓ Let them know what you can do to help and explain the next steps you will take
- ✓ Assure that you will uphold confidentiality, but that the information will need to be shared with others and explain how it will be shared
- ✓ Make a detailed note of what you have been told using the guidelines provided within the Policy
- ✓ Use the individual's own words to describe the incident
- ✓ Report the disclosure to the {insert contact details here}

### **Do Not:**

- X Dismiss the concerns
- X Panic
- X Probe for more information or ask questions other than for clarification of facts
- X Promise not to tell anyone or say you'll keep it a secret
- X Make negative comments about the accused person
- X Make assumptions or speculate
- X Disclose details of the allegation to anyone else other than the identified person for reporting

## ANNEX 7: SAFEGUARDING INCIDENT REPORT 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](mailto: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	
Date	
Signature	
Relationship to LVCT Health (e.g., employee, staff, volunteer, partner staff)	
If the alleged survivor disclosed to you directly, how did you receive this information? e.g., by telephone/email/letter/in person	
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	
Gender	

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



<b>Contact details</b>	
<b>If a disclosure was made to them, how did they receive this information? e.g., by telephone/email/letter/in person</b>	<input type="checkbox"/> A disclosure made directly to them by the alleged survivor
<b>How was this information disclosed to the person reporting?</b>	<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
<b>Details of the Implicated Person (Sometimes known as 'subject of concern' or 'alleged perpetrator')</b>	
<b>Name</b>	
<b>Gender</b>	
<b>Position</b>	<input type="checkbox"/> <b>Staff – full time, temporary, volunteer, locum, intern</b> Cadre: Site:
	<input type="checkbox"/> <b>Program participant</b>
	<input type="checkbox"/> <b>LVCT Health visitor</b>
	<input type="checkbox"/> <b>Partner staff</b> Name of organisation: Cadre: Site:
	<input type="checkbox"/> <b>Third party group (Consultant, vendor, supplier)</b>
	<input type="checkbox"/> <b>Staff – full time, temporary, volunteer, locum, intern</b> Cadre: Site:
<input type="checkbox"/> <b>Community member</b>	
<b>Further information on the reported incident(s)</b>	
<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>	

<b>Please indicate the abuse type if known. Tick all that apply; leave blank if uncertain</b>			
<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
<b>Time and Date alleged incident (s) occurred</b> <i>(as specific as possible):</i>			
<b>How long has the issue being going on?</b> <i>(e.g., happened once, multiple occasions, months, years):</i>			
<b>Has this incident been reported to external authorities?</b> <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>			
<b>Has any immediate action been taken to provide the alleged survivor with support</b> <i>(e.g., counselling, medical assistance)? If so please describe.</i>			
<b>Has any immediate action been taken in respect of the implicated person?</b> <i>(e.g., suspension, transfer to another site)? If so please describe.</i>			

## ANNEX 8: STAFF OPERATIONS CODE OF CONDUCT- GENDER AND SEXUAL DIVERSITY (GSD)

This Code of Conduct defines the values and professional conduct of the LVCT Health staff and shall form part of the Employment Contract, which is signed by all staff members. All staff members must abide by the Operations Code of Conduct when serving our clients.

The spirit of this code of conduct is to safeguard and protect our clients, beneficiaries, and staff against discrimination related to gender and sexual diversity stipulated: Physical abuse, emotional abuse, neglect, sexual abuse, stigma and discrimination, and disrespect of human rights in all its forms.

As an employee of LVCT Health, I shall:

1. Provide services to Key Populations and Priority Populations with respect, professionalism, and without discrimination at all times.
2. Not ask a person (client, staff member, or other) to disclose their sexual orientation other than where and when such information may be critical to the facilitation of appropriate service delivery. In such cases, the client shall be informed of the reasons for such a disclosure.
3. Not offer or attempt to change a person's religious or personal beliefs – including sexual orientation & gender identity.
4. Be committed to preventing any type of unwanted behaviour at work including physical and sexual harassment, exploitation, or abuse based on a client's, beneficiary's, or staff's personal and religious beliefs.
5. Immediately report **concerns or suspicions** regarding violation of this code of conduct via established reporting mechanisms – including the whistleblower reporting mechanisms.

I HAVE READ AND UNDERSTOOD THE ABOVE STATEMENT AND AGREE TO ABIDE BY THE CODE OF CONDUCT (GENDER AND SEXUAL DIVERSITY)

**Name of Employee:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PLEASE RETURN SIGNED COPY TO THE HR & ADMIN OFFICE**

## ANNEX 9: SAMPLE TERMS OF REFERENCE (TOR) FOR SAFEGUARDING COMMITTEE MEMBERS ND SAFEGUARDING CHAMPIONS

### Background

LVCT Health takes serious concerns/complaints about sexual exploitation abuse involving LVCT Health employees and all related stakeholders. LVCT Health initiates rigorous investigations of complaints that indicates possible violation of this Policy and take appropriate disciplinary action as warranted.

This Policy is about protection from any harm/violence/abuse against children and vulnerable adults by stakeholders engaged in LVCT Health supported projects/activities. The harm/violence includes, but not limited to physical, sexual and emotional violence, sexual exploitation and abuse.

For purposes of this Policy, stakeholders include both internal employees and external parties such as consultants, suppliers, beneficiaries, sub-grantees and partners. LVCT Health believes that all stakeholders have a right to live their lives free from sexual violence. LVCT Health observes that all staff have unequal power dynamics and therefore possibilities of some staff exploiting their position of power for sexual gain. The organisation does not tolerate any of its stakeholders associated with the delivery of its objectives conducting any form of sexual abuse or sexual exploitation. The guide empowers all persons to understand what sexual abuse and exploitation are and remedial measures to be undertaken. This Policy is cognizant of and works in tandem with LVCT Health's Child Protection & Safeguarding Policy and other related Kenyan Acts and policies

### Purpose

The purpose of the PSEA committee is to have a designated staff member who supports senior management in coordinating the development and implementation of PSEA policy and procedures.

### Scope of Work

Key roles and responsibilities of Safeguarding Champions (including Safeguarding Committee members) include:

#### Prevention

- Conduct periodic assessments of LVCT Health PSEA policies and practices and suggest improvements to senior management.
- Conduct training and awareness-raising sessions on PSEA for all personnel on a regular basis.
- Work with human resource and Administration Manager, Trauma Counsellor, Legal Officer, a member of the risk management committee and any other member as may be nominated by the Executive Director, on PSEA-related aspects, including ensuring that all personnel sign the code of conduct and that screening for past SEA violations is a regular part of the recruitment process.
- Facilitate awareness-raising campaigns with beneficiaries and local communities on the definition of SEA, the standards of conduct expected of LVCT Health personnel, and the various mechanisms for raising SEA allegations or concerns, including contact details.

### **Reporting allegations of SEA**

- Manage the development of internal procedures for personnel to report incidents of sexual exploitation and abuse safely and confidentiality.
- Receive reports of SEA allegations and related information and coordinate the response according to relevant procedures.
- Report concerns or issues with PSEA implementation to senior management team.

### **Response to SEA allegations**

- Once a complaint is received, the matter will be handled as per LVCT Health HR Manual response. Page 69.

### **Other responsibilities**

- Support senior management in implementing other PSEA-related activities, as appropriate.
- Coordinate and support sub grantees and vendors to conform to the PSEA policy and guidelines.

### **Membership**

- Executive Director
- HR and Administration Representative
- Mental Health advisor
- Corporate and Legal Officer
- Adolescent and Youth Program advisor
- Sexual and Gender Based Violence advisor
- Audit and Compliance advisor
- Regional Safeguarding Champion

### **Competencies and Experiences**

- Proven integrity, objectivity and professional competence
- Demonstrated sensitivity and knowledge of cultural and gender issues; experience in GBV programming is preferred
- Fluent in [name of locally relevant language(s)]
- Demonstrated experience of working directly with local communities
- Proven communication skills

Upon appointment, the focal point will undergo organisation-specific training on Safeguarding and Children Safeguarding and Protection, as soon as feasible.