



LVCT HEALTH SAFEGUARDING POLICY

Policy Name	LVCT Health Safeguarding Policy
Author	Linnet Okoth Senior Technical Advisor, Community Health
Purpose and Description	<p>This policy and related procedures describe LVCT Health's organizational safeguarding commitment and outline the obligation of all LVCT Health representatives to comply with this policy at all times —both during and outside of working hours.</p> <p>The policy provides information on the actions that will be taken at an organizational level to prevent abuse and exploitation of project participants (especially children and vulnerable adults) in the communities where we work and do not expose them to the risk of harm, including sexual exploitation and abuse by LVCT Health representatives.</p>
Compliance Requirement	<input type="checkbox"/> Statute: <input type="checkbox"/> Regulation: <input checked="" type="checkbox"/> Industry Standards: <input type="checkbox"/> Not Applicable
Audience	<input checked="" type="checkbox"/> Board Members <input checked="" type="checkbox"/> Core Management Team & Heads of Departments <input checked="" type="checkbox"/> All LVCT Health Staff including volunteers <input checked="" type="checkbox"/> Sub-awardees, partners, vendors, suppliers, consultants, and others with whom we provide assets in exchange for services or products.
Effective date	
Date of last review	
Date for next review	
Approver	Dr. Lilian Otiso Executive Director Signature:

1.0 INTRODUCTION

Safeguarding is the responsibility that LVCT Health has to have to make sure our representatives and activities promote the welfare of people (especially children and vulnerable adults) in the communities where we work and do not expose them to the risk of harm, including sexual exploitation and abuse. We equally work to improve standards and ensure dignity for all, then the specific experiences of LGBTQI people, people with disabilities, and other marginalized communities. We recognize too those boys and men also experience sexual harassment and exploitation, overwhelmingly by other men, and that their experiences should be addressed. Finally, we endeavor to integrate Safeguarding measures that seek to prevent situations where individuals can use their position of power, to abuse or exploit another person. Safeguarding measures seek to prevent situations where individuals can use their position of power, to abuse or exploit another person. LVCT Health upholds safeguarding principles. While we continue to develop our own policies and procedures, we adopt this policy document to ensure that our work is in line with best practices.

2.0 SCOPE

LVCT Health's expectation is that those who represent our organization (including board members, staff, volunteers, consultants) uphold our safeguarding commitments in both their professional and personal lives. All 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 behaviors and procedures outlined.

3.0 PURPOSE

The purpose of this policy is to set a clear standard for those included in the scope of this policy regarding their obligations when working with LVCT Health to treat people all people with respect including Gender and Sexual Diversity (GSD), to actively prevent all forms of abuse, exploitation, harassment, (including all forms of sexual misconduct and human trafficking). It also includes the obligation to report concerns immediately through the appropriate feedback and complaint mechanism. This policy also sets out the preventative measures we take to minimize the risk of our representatives abusing power and causing specific harm (for example exploitation or abuse) to any programme participant or member of the wider community, particularly the risk to LVCT Health children and vulnerable adults. It also sets out how we identify and respond to safeguarding concerns or allegations.

This policy does not cover abuse and exploitation occurring within a community by non-organizational representatives (for example forced marriages, other harmful traditional practices, or trafficking). See *section 6.6* for more details.

4.0 DEFINITIONS

A child	Anyone under the age of 18. This is irrespective of local country definitions, including legal definitions, or when a child reaches adulthood.
A vulnerable adult	This policy recognizes 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/or hierarchy they are in. Specific vulnerability is attributed to persons who are, or maybe, in need of community care services by reason of mental or other disability, age, or illness; and who are or may be unable to take care of themselves, or unable to protect themselves from the risk or experience of abuse or neglect.
Abuse	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. Please see Appendix 1 for additional and expanded definitions of abuse. Exploitation: any actual or attempted abuse of a position of vulnerability, differential power, or trust to profit monetarily, socially, or politically. It includes sexual exploitation.
Sexual abuse	This means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. Sexual Exploitation: 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.
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.
Sexual Exploitation	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.
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 harassment	is any unwelcome sexual advance, request for sexual favor, verbal or physical conduct or gesture of a sexual nature, or any other behavior 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 behavior, 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.

5.0 ROLES & RESPONSIBILITIES

Senior Leadership:

- Responsible for the governance and oversight of safeguarding by ensuring that appropriate policy and systems are in place
- Ensure that there are mechanisms in place to ensure that all organization representatives are aware of the safeguarding policy, their responsibilities, and code of conduct
- Management of safeguarding cases

Managers:

- Implement the safeguarding policies and systems within their area
- Ensure systems are in place to identify and mitigate against any potential safeguarding risks
- Ensure the safeguarding messages are communicated to staff, organizational representatives, program participants, and communities

All staff & organizational representatives

- Model and promote respectful behavior and act in accordance with the Code of Conduct
- Promote an environment that is open to hearing concerns
- Report any concerns immediately in accordance with this policy

6.0 PREVENTION

LVCT Health endeavors to create the safest possible environment for all people, especially children and vulnerable adults that come into contact with us. We do this by implementing the following practices:

6.1 Code of Behavior

LVCT Health has clear requirements regarding the behaviour of organization representatives. Anyone who represents the organization will be required to sign the Safeguarding Code of Conduct (see Annex 2) and adhere to the guidance within.

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 3), and that these are stored in a secure location with restricted access.

6.2 Safe Recruitment

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
- Self-declaration (see Annex 5)

- Sign Policy and Code of Conduct Form (see Annex 3)
- Contract clauses
- Self-Declaration Form
- Police clearance/vetting
- Qualifications and identification check
- Safeguarding as part of the induction

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. They are also required to sign a self-declaration form (see Annex 3 & 5)

6.3 Induction and Training

LVCT Health will ensure that safeguarding is included as part of the induction programme for new staff. A minimum of one safeguarding training session will be conducted. Additional sessions will be included to ensure that everyone can attend.

6.4 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.
- 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 utilized by people.
- Ensuring that sub-partners have mechanisms in place to actively prevent child abuse, trafficking, and sexual exploitation and abuse; Communicating our policies and expectations of our representatives' behavior to communities we work with to raise their awareness and provide information on how they can engage with our organization.

6.5 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 authorized 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 prioritize the protection of community members who share stories for communication or advocacy purposes.

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

Concerns in the community are usually addressed through protection programming. For organizations that have specific protection programming then the concern should be addressed through this process. Otherwise, staff should report as per procedures outlined in section 7 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.

7.0 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 when responding to safeguarding concerns. Each case will be considered individually and in accordance with national legal or other expert advice.

7.1 Mandatory Duty to Report Safeguarding Complaints and Concerns

Our representatives have a mandatory duty to report all concerns or allegations about breaches of organizational policies. A poster will be displayed in all areas detailing how and to whom complaints can be reported (see Annex 6). This is regardless of whether it is internal to LVCT Health or not. It is not the responsibility of staff to decide whether or not exploitation or abuse has occurred, but they must pass their concerns on. The need to report safeguarding concerns may arise when:

- You witness or suspect abuse or exploitation, or grooming type behaviour

- You receive a concern, allegation, or complaint that indicates abuse or exploitation
- A survivor discloses abuse or exploitation.

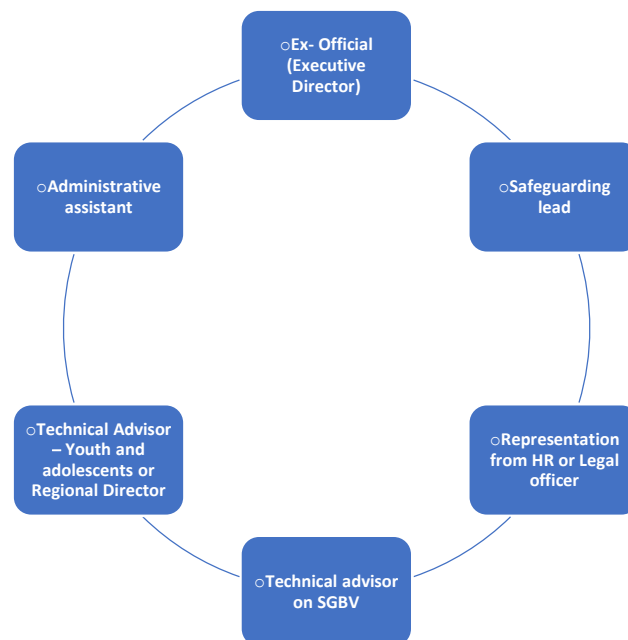
Staff who fail to report a concern may be subject to disciplinary action. Although rare, deliberate false allegations are a serious disciplinary offence and will be investigated. LVCT Health will manage safeguarding reports (and other complaints) in a manner that prioritizes the safety of the complainant and those affected at all stages.

7.2 How Complaints and Concerns are Handled

LVCT Health safeguarding/PSEA committee manages to safeguard concerns and allegations in accordance with this policy and the Investigations Guidelines, prioritizing the safety of the person raising the concern/allegation and those affected at all stages. Upon receipt of a safeguarding concern or allegation, the committee will:

- Act, avoiding unnecessary delays and prioritizing the safety of the survivor.
- Hold a Safeguarding Committee meeting 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 behavior)

The Safeguarding Committee consists of;



In the event that the allegation relates to a member of the Executive Director or board members the complaint will be referred for review by an external specialist and another board member

In the event of an investigation, decide whether the investigating officer/team is internal or external - decide next steps, including if anyone else needs to be informed (on a “need to know” basis).

- Where an LVCT Health representative is the subject of an allegation, liaise with Director, relevant manager, HR to discuss whether suspension is required until an investigation is completed. Suspension does not imply guilt but protects all parties.
- Investigate the allegation in a manner appropriate to the content of the report
- When appropriate, keep the person raising the concern/allegation updated of progress and resolution, unless: - the situation means we must respect the privacy of individuals who may be affected - the survivor has expressly indicated a preference not to receive contact - the report has been made anonymously and this is not possible.
- Observe our policy commitments on confidentiality (if children have been involved, we will inform parents or caregivers, if appropriate). Strong action will be taken against anyone who knowingly shares confidential information about the case.
- Staff must comply with safeguarding-related investigations (internal and external) and make available any documentary or other information necessary for the completion of the investigation.
- Where safe to do so, and when in accordance with the wishes of the victims, survivors, and whistle-blowers', all alleged SEAH incidents that involve a criminal aspect should be reported through the correct local law enforcement channels regardless if it is mandated or not.

7.3 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

APPENDIX 1: ADDITIONAL DEFINITIONS

There are many definitions that exist in relation to safeguarding. Here are some of the some frequently used and also apply to this policy:

PSEAH	Preventing sexual exploitation, abuse, and harassment Grooming: Grooming is when someone builds an emotional connection with a child or vulnerable adult to gain their trust for the purposes of sexual abuse, sexual exploitation, or trafficking. Many children and vulnerable adults may not understand that they have been groomed or that what has happened to them is abuse
Online grooming	The act of sending an electronic message to a child or vulnerable adult, with the intention of procuring the recipient to engage in or submit to sexual activity with another person, including but not necessarily the sender; or of sending an electronic message with indecent content to a recipient who the sender believes to be a child or vulnerable adult
Physical abuse	The use of physical force against a child or vulnerable adult that results in harm to the child or vulnerable adult. Physically abusive behavior includes shoving, hitting, slapping, shaking, throwing, punching, kicking, biting, burning, strangling, and poisoning
Neglect	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
Emotional abuse	Refers to a parent or caregiver's inappropriate verbal or symbolic acts toward a child, or a pattern of failure over time to provide a child with adequate non-physical nurture and emotional availability. Such acts have a high probability of damaging a child's self-esteem or social competence
Trafficking in Persons	This is a form of exploitation and is defined as the recruitment, transportation, or receipt of persons by means of deception, coercion, threat, or force for the purpose of exploitation labour, sex trade, or sexual exploitation
Sexual orientation	A person's identity in relation to the gender or genders to which they are sexually attracted; the fact of being heterosexual, homosexual, etc
Gender Identity	Gender identity is defined as a personal conception of oneself as male or female (or rarely, both, or neither). Gender identity can correlate with a person's assigned sex at birth or can differ from it
SOGI	Sexual Orientation and Gender Identity
Pronouns	A pronoun is how you refer to someone, for example using she or they
Content Warnings	Give people a heads up if you are going to discuss something that others might find upsetting. Sometimes upsetting things happen and we need to be able to talk about how we deal with them as a community.

Oppressive Behaviour	Sexism, classism, homophobia, biphobia, transphobia, fatphobia, ageism, or discrimination on basis of HIV status, ethnicity, religion, cultural, spiritual belief, or any other kind of oppressive behavior is unacceptable and will be challenged
Conversion therapy	An umbrella term that describes interventions of a wide-ranging nature, all of which have in common the belief that a person's sexual orientation or gender identity (SOGI) can and should be changed. Such practices aim (or claim to aim) at changing people: from gay, lesbian or bisexual to heterosexual or from transgender or gender diverse to cisgender (<i>United Nations Independent Expert on protection against violence and discrimination based on Sexual Orientation and Gender Identity - IESOGI report on conversion therapy, May 2020</i>)

These definitions were adapted from UNICEF and other global resources.

ANNEX 2: 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 recognize 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 behavior 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 favors.
- 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 behavior 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 behavior 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 labor laws in relation to child labor
- Immediately report concerns or allegations of child exploitation and abuse and policy non-compliance 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 [insert organization name]
- Be aware of the behavior and avoid actions or behaviors that could be perceived by others as child exploitation and abuse

These behaviors 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 3: POLICY DECLARATION FORM

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

Please return completed Declaration Forms to:

- The Human Resources Manager.

I have read and fully understand the following:

- **LVCT Health Safeguarding Policy**
- **LVCT Health Safeguarding Code of Conduct**

☐☐

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.

Signed:

Name (capital letters):

Title:

Date:

Official Use Only:

Form received by _____

Date: _____

Signature: _____

ANNEX 4: RECRUITMENT CHECKLIST

SAFE RECRUITMENT CHECKLIST

Position _____ Candidate _____ Date _____

No	Activity	Considerations	Yes/No/N/A	Signature & Date of person confirming
During the recruitment phase (prior to appointment)				
1	JOB ANALYSIS	a) Level of access to vulnerable groups b) Level of responsibility to implement Safeguarding and Complaints Follow-up		
2	JOB ADVERT	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	JOB DESCRIPTION	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	INTERVIEW QUESTIONS	a) Have questions (relevant to the role) on Safeguarding been included in order to establish the candidate's understanding and attitudes to safeguarding		
5	INTERVIEW CLOSING	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	REFERENCES	a) 2 references received (at a minimum a reference from the previous employer must be received before finalizing recruitment) b) Has the referee's identity been confirmed (through organization, organization e-mail)? c) Have relevant questions on Safeguarding been included as part of reference checks		
7	CHECKING IDENTITY AND OTHER ITEMS	a) Have you asked to see the successful candidate's original photo ID (<i>Passport or Driver's License</i>)		

No	Activity	Considerations	Yes/No/ N/A	Signature & Date of person confirming
		b) Have you asked to see relevant certificates of qualifications		
8	VETTING	a) Received signed Self-Declaration Form ¹ b) Has police vetting relevant to the role been processed? c) Police Vetting Risk Assessment		
9	CONFIRMING APPOINTMENT	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		
After appointment (during the induction period)				
9	SIGNING DECLARATION FORMS	a) Received signed Children and Vulnerable Adults Safeguarding Policy Acknowledgment form		
10	SIGNING CODE OF CONDUCT	a) Received signed Code of Conduct		
11	RISK ASSESSMENT	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 b) Regular performance appraisals		
12	FURTHER REFERENCES	a) Has the second reference been received? If following the Misconduct Disclosure Scheme, references should cover past 5 years.		
11	TRAINING	a) Has the candidate been enrolled for induction on the Code of Conduct and Safeguarding Policies		

¹ 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 5: 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 behavior? (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!**

An Important Notice for Staff 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 behavior
2. Promote an environment that is open to hearing concerns
3. Report any concerns immediately to the Country Director or Safeguarding Focal Persons

Safeguarding Focal Person(s) for this office

Name	Position	Telephone	E-Mail
PSEA/Safeguarding committee.	Committee	0704053850	PSEACommittee@lvcthealth.org

ANNEX 7 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 8: SAFEGUARDING INCIDENT REPORT FORM

Safeguarding Incident Report Form

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.

If there is more than one alleged survivor, please complete a separate report for each alleged survivor. The reporter's identity will not be disclosed except on a "need-to-know" basis.

This information should then be shared with your Safeguarding Focal Point or through the reporting channels as outlined in this policy.

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)	
Locations & Dates	
Current location of the person making/who made the report to you	
Location alleged incident occurred (as much detail as possible e.g. Country, City/Town/ Village, Address(es))	
Today's date	
Date alleged incident was disclosed to you if different to today's date	
The victim/survivor's details	
<p>Does the alleged survivor reporting wish to remain anonymous? <i>If there are concerns about confidentiality please leave the name, job title and contact details blank and refer to this individual as AS – Alleged Survivor). If not, please capture as much information as you can below.</i></p>	

Name	
Gender	
Date of birth <i>(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) .</i>	
Relationship of alleged survivor to {LVCT Health} <i>(e.g. employee, staff, partner staff, volunteer, programme participant)</i>	
Job Title <i>(if applicable)</i>	
Current Location	
Contact details	
If the alleged survivor disclosed to you directly, how did you receive this information? <i>e.g. by telephone/email/letter/in person</i>	
Other relevant details about the alleged survivor: <i>e.g., family circumstances, physical and mental health, any communication/language difficulties.</i>	
Details of the person who reported this matter you (if different to the alleged survivor)	
Does the person who made the report wish to remain anonymous? <i>If there are concerns about confidentiality please leave the name, job title and contact details blank and refer to this individual as PR – Person Reporting) If not, please capture as much information as you can below.</i>	
Name	
Gender	
Date of birth <i>(if unknown, please specify if you think/know the individual(s) are under the age of 18, including actual/approximate age (if known)</i>	
Relationship of person reporting to LVCT Health <i>(e.g. employee, staff, partner staff, volunteer, programme participant)</i>	
Job Title (if applicable)	

Current Location	
Contact details	
If a disclosure was made to them, how did they receive this information? <i>e.g. by telephone/email/letter/in person</i>	
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')	
<i>If there are concerns about confidentiality please leave the name, job title, and contact details blank and refer to this individual as IP – Implicated Person) If not, please capture as much information as you can below.</i>	
Name	Gender
Position	
Other relevant details about the implicated person: <i>e.g. Do they line manage the alleged survivor?</i>	
Further information	

Details of the allegation/suspicion(s). *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:*

Time and Date alleged incident (s) occurred *(as specific as possible):*

How long has the issue being going on? *(e.g. happened once, multiple occasions, months, years):*

Has this incident been reported to external authorities? *(e.g. police). If criminal activity is suspected, please seek expert advice and ensure that the decision to report includes a risk assessment of all potential protection risks to all concerned, including the survivor and the implicated person.*

Has any immediate action been taken to provide the alleged survivor with support *(e.g., counselling, medical assistance)? If so please describe.*

Has any immediate action been taken in respect of the implicated person? *(e.g., suspension)? If so please describe.*

What would the alleged survivor like to happen?

Signed: _____

Full Name: _____

Job Title: _____

Date/Time: _____

ANNEX 9: 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 behavior 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.

Name of Employee: _____

Signature: _____ **Date:** _____

PLEASE RETURN SIGNED COPY TO THE HR & ADMIN OFFICE