



YOUTH FOR INTEGRITY BUILDING ORGANIZATION

SAFEGUARDING POLICY POLICY

JULY 2023.



PREAMBLE

At YIB, we are committed to creating a safe and supportive environment for all individuals involved in our programs and activities. We recognize the inherent dignity and worth of every person, and we are dedicated to upholding their rights, safety, and well-being.

This Safeguarding Policy outlines our commitment to preventing and responding to any form of abuse, harm, or exploitation. It sets forth the principles, procedures, and responsibilities that guide our safeguarding efforts. By adhering to this policy, we aim to create an environment where individuals feel respected, protected, and empowered to thrive.

We acknowledge that safeguarding is a shared responsibility that extends to all individuals associated with YIB, including staff, volunteers, stakeholders, and participants. Each person has a vital role to play in ensuring the safety and well-being of others.

This policy reflects our commitment to:

1. **Preventing Abuse:** We are dedicated to proactively identifying and addressing risks, implementing preventative measures, and promoting a culture of safety.
2. **Prompt Reporting:** We encourage individuals to report any safeguarding concerns or incidents promptly and through the designated reporting channels. We will take such reports seriously and respond in a timely and appropriate manner.
3. **Confidentiality and Privacy:** We are committed to respecting the confidentiality and privacy of individuals involved in our programs and activities. Personal information will be handled securely and shared only on a need-to-know basis.
4. **Training and Awareness:** We provide comprehensive training and awareness programs to equip our staff, volunteers, and stakeholders with the knowledge and skills necessary to recognize and respond to safeguarding concerns.
5. **Continuous Improvement:** We are dedicated to continuously monitoring, reviewing, and improving our safeguarding policies, procedures, and practices. We actively seek feedback and insights to enhance the effectiveness of our safeguarding efforts.

By adhering to this Safeguarding Policy, we demonstrate our unwavering commitment to protecting the rights, safety, and well-being of all individuals involved in our programs and activities. Together, we can create an environment where everyone can thrive, free from abuse, harm, or exploitation.



Executive Director,
Youth For Integrity Building (YIB).



TABLE OF CONTENT

1. INTRODUCTION	5
2. PURPOSE	5
3. SCOPE	5
5. DEFINITION OF TERMS AND CONCEPTS	5
6. OBJECTIVES OF THIS POLICY	6
7. POLICY STATEMENT	6
8. PRINCIPLES	6
9. ROLES AND RESPONSIBILITIES	7
9.1. Board of Directors	7
9.2. Executive Director:	7
9.3. Staff and Volunteers:	7
9.4. Reporting and Responding:	8
9.5. Designated Safeguarding Officers:	8
9.6. Compliance with Policies:	9
9.7. Confidentiality and Privacy:	9
9.8. Continuous Improvement:	9
10. CODE OF CONDUCT	9
10.1. Respect and Dignity:	9
10.2. Non-Discrimination and Equality:	9
10.3. Child and Vulnerable Adult Protection:	9
10.4. Professional Boundaries:	9
10.5. Confidentiality and Privacy:	9
10.6. Reporting Safeguarding Concerns:	9
10.7. Use of Communication and Social Media:	9
10.8. Compliance with Laws and Regulations:	10
10.9. Continuous Learning and Improvement:	10
10.10. Whistleblower Protection:	10
10.11. Compliance with YIB Policies:	10
10.12. Duty of Care:	10
11. REPORTING AND RESPONSE	10
12. RISK ASSESSMENT AND MANAGEMENT	11
12.1. Risk Identification:	11
12.2. Risk Evaluation:	11
12.3. Risk Mitigation Strategies:	11
12.4. Safeguarding Measures:	11
12.5. Reporting and Incident Management:	11
12.6. Partnerships and Collaboration:	11
12.7. Continuous Monitoring and Review:	11
12.8. Training and Capacity Building:	12
13. TRAINING AND AWARENESS	12
13.1. Training for Staff and Volunteers:	12
13.2. Induction and Orientation:	12
13.3. Training for Stakeholders:	12
13.4. Refresher Training:	12
13.5. Awareness Campaigns:	12
13.6. Communication Channels:	12
13.7. Collaboration with External Experts:	12
13.8. Monitoring and Evaluation:	12
14. COLLABORATION AND PARTNERSHIPS	13
15. MONITORING AND REVIEW	13
15.1. Regular Monitoring:	13
15.2. Data Collection and Analysis:	14
15.3. Incident Reporting and Documentation:	14
15.4. Review of Policies and Procedures:	14
15.5. Evaluation of Training Programs:	14
15.6. Feedback Mechanisms:	14
15.7. External Audits or Reviews:	14
15.8. Policy Updates and Revisions:	14
15.9. Learning from Incidents:	14



15.10. Continuous Improvement:.....	14
16. POLICY ACKNOWLEDGEMENT	14
16.1. Policy Awareness:	14
16.2. Acknowledgment Statement:	14
16.3. Training and Induction:	15
16.4. Retention of Acknowledgment:	15
16.5. Review and Renewal:	15
17. RELATED DOCUMENTS	15
18. APPENDIX	15



1. INTRODUCTION

1.1. **Youth For Integrity Building (YIB) Overview:** YIB is a community based organization established under the Community Groups Registration Act No. 30 of 2022.

1.2. **YIB organization Mission:** To empower young people with the knowledge, skills, and resources to become lead agents of change in promoting integrity, ethical leadership and social justice.

1.3. **YIB organization vision:** To build a world in which all individuals and communities have the tools and resources they need to sustainably thrive, and where integrity, democracy, and social justice are valued and promoted.

2. PURPOSE

The purpose of the YIB Safeguarding Policy is to ensure the safety, well-being, and protection of all individuals, particularly children, young people, and vulnerable adults, who engage with and are involved in YIB's programs and activities. This policy aims to create a safe and secure environment, free from any form of abuse, harassment, exploitation, or harm.

3. SCOPE

The YIB Safeguarding Policy applies to all individuals associated with YIB, including staff, volunteers, board members, program participants, partners, and any other individuals involved in YIB's activities. This policy covers all aspects of YIB's work, including events, workshops, trainings, community engagements, and online platforms.

5. DEFINITION OF TERMS AND CONCEPTS

a. **A Child:** A human being below the age of 18 years.

b. **Adult:** A person aged 18 years and older. Note that an adult with or without disabilities has the same legal capacity.

c. **Adult-at-risk or vulnerable adult:**

- I. Any person aged 18 years and older who may be at risk of abuse or exploitation due to their dependence or reliance on others for services, basic needs or protection, and according to context, for example, in humanitarian situations.
- II. An adult may also be at risk/ vulnerable when in a relationship (social or work) with another who seeks to misuse their position of authority or trust to control, coerce, manipulate or dominate them.
- III. An adult may also be at risk if their decision-making capacity is impaired and/or they do not have the support to make a decision.

d. **Child Protection:** It consists of reactive procedures – usually prescribed and in some cases statutory – to be followed by adults to protect an individual child who has been harmed or is at risk. It includes

e. **Safeguarding:** A set of organisational policies, procedures and practices designed to ensure that no harm comes to people as a result of contact with YIB's programmes, operations or people.

f. **Safeguarding of children, young people and adults at risk:** Pro-active responsibilities, measures and activities to protect children, creating a vigilant and transparent organisational culture to ensure that no child, young person or adult at risk comes to harm as a result of their association with YIB, their contact with its staff, volunteers partners and associates.

g. **Harm:** A physical or mental damage or injury; something that causes someone to be hurt, broken, made less valuable or successful. There are various harms as explained below under (h) as Child abuse

h. **Child Abuse:** All forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment, or commercial or other exploitation resulting in actual or potential harm to the child's health, survival development or dignity in the context of a relationship, trust or power. The different forms of abuse are as follows:

- i. **Physical Abuse:** This may involve causing pain, injury or physical harm on a child or vulnerable adult. This includes and is not limited to: burning, poisoning, hitting, punching, shaking, kicking, beating, caning, battering, biting, shooting, or otherwise harming a child. It may be the result of over-discipline or physical punishment which is not appropriate to the child's age and in which a mark is left on the skin.
- ii. **Neglect:** It is omission or commission of acts that are not attentive to a child's needs. This includes the persistent failure to provide adequate food or appropriate clothing, medical care, sanitation, supervision, or proper protection from harm. It includes extreme cases where a child is over worked at home so there is no time to play or to go to school and includes putting a child at risk of abuse by engaging them in income earning activities for the family. It also includes harmful cultural practices. This includes the failure to properly supervise and protect children from harm, as much as is feasible (WHO, 1999).
- iii. **Emotional Abuse (also known as verbal or mental abuse or psychological maltreatment):** It is the failure to provide a conducive environment and support for a child's emotion and psychological growth and development including enabling the child acquire emotional competencies as appropriate to enable him/her to survive to self-potential in the society they belong. It includes but is not limited to: threatening or terrorizing a child, using extreme forms of punishment, ignoring,



belittling, rejecting, using derogatory terms, excessive blaming or excessive isolating or confinement, lack of love, emotional support or attention, acts of humiliation, displacement, exposure to trauma or excessive inconsistency. All abuse involves some emotional ill treatment.

- iv. **Sexual abuse (Actual or likely sexual exploitation of a child).** The involvement of children in sexual activities they do not truly comprehend and to which they are unable to give informed consent or that violate the social taboos of family roles. It includes physical contact such as penetrative and non-penetrative acts as well as non-contact abuse such as forcing children to observe sexual acts and pornography. Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. defilement or sodomy) or non-penetrative acts. They may include non-contact activities, such as involving a child in looking at, or in the production of, pornographic material, or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.
- v. **Exploitation:** Commercial or other exploitation of a child refers to use of the child in work or other activities for the benefit of others. This includes, but is not limited to, child labour, trafficking and child sexual exploitation. These activities are to the detriment of the child's physical or mental health, education, moral or social-emotional development.
- i. **Confidentiality:** For the purposes of this policy, confidentiality means that all reports and the information they contain will be handled with strictest concealment and sensitivity to protect the identity of the individuals concerned, the informer and the accused, both appropriately and in accordance with the relevant Kenyan national legislation. Any information about each incident will only be shared on a need-to-know basis
- j. **Risk:** Risk means the potential for something to go wrong (an incident or an accident), or the likelihood of a negative consequence to an action. It is a threat or hazard.
- k. **Risk assessment:** Risk assessment is a means of identifying potential risks. It entails reviewing the organisational risk appetite depending on the various factors surrounding or affecting the organization.
- l. **Risk management**
Risk management is identifying potential risks and putting measures in place to prevent, minimise and/or mitigate those risks.
- m. **Free and informed consent**
The voluntary agreement of an individual with sound mind, has the legal capacity to give consent and who exercises free and informed choice.
- n. **Assent**
Assent is the agreement of someone not able to give legal consent to participate in the activity. For example, work with children not capable of giving consent requires the consent of the parent or legal guardian and the assent of the child.

6. OBJECTIVES OF THIS POLICY.

- 6.1. To prevent all forms of abuse, harm, and exploitation by implementing proactive measures, such as thorough screening and vetting of staff and volunteers, establishing clear codes of conduct, providing safeguarding training, and creating awareness among stakeholders about safeguarding issues.
- 6.2. To provide a safe and confidential reporting mechanism for individuals to raise safeguarding concerns or incidents.
- 6.3. To identify potential safeguarding risks and vulnerabilities within its programs and activities. Appropriate measures will be implemented to mitigate these risks and ensure the safety and well-being of individuals.
- 6.4. To strengthen its safeguarding efforts. This includes sharing best practices, learning from others, and advocating for the protection and rights of children, young people, and vulnerable adults.
- 6.5. To ensure that the safeguarding measures are effective and responsive to the evolving needs and challenges.

7. POLICY STATEMENT

YIB is committed to creating and maintaining a safe and inclusive environment where all individuals are treated with respect, dignity, and fairness. YIB acknowledges its duty of care towards children, young people, and vulnerable adults and is dedicated to preventing any form of abuse, harm, or exploitation. YIB will take appropriate steps to safeguard individuals and respond promptly and effectively to any safeguarding concerns or incidents that may arise.

8. PRINCIPLES.

- 8.1. Safety and Well-being: YIB is committed to ensuring the safety, well-being, and protection of all individuals involved in its programs and activities.
- 8.2. Respect and Dignity: YIB promotes a culture of respect, dignity, and inclusivity, where all individuals are treated with fairness and without discrimination.



8.3. Accountability: YIB holds itself accountable for maintaining a safe environment and responding promptly and appropriately to any safeguarding concerns or incidents.

8.4. Collaboration and Partnership: YIB actively collaborates and partners with relevant organizations, authorities, and networks to strengthen its safeguarding efforts and share best practices.

9. ROLES AND RESPONSIBILITIES.

9.1. Board of Directors

- a. Responsible for the overall implementation and oversight of the safeguarding policy.
- b. They will ensure that appropriate resources, training, and support are provided to staff and volunteers to fulfill their safeguarding responsibilities.
- c. Make it clear to all stakeholders that there is a Safeguarding policy in place.
- d. Have a good understanding of YIB's Safeguarding Policy and take an interest in ensuring correct procedures are followed.
- e. Protect the organization by ensuring the boundaries of YIB's role in safeguarding and child protection are clearly defined and adhered to.
- f. Review any safeguarding risk assessments and check actions have been taken.
- g. Approve any changes to the Safeguarding Policy regulations and guidelines.
- h. Give written approval to the policy at least annually.
- i. Carry out a review of the foundation's Child Safeguarding Policy every three years.
- j. Expects all grantees and grantee partners to have in place a child safeguarding policy and, in the absence of such, to either develop their own policy or to adopt and fully comply with YIB's policy.
- k. Expects that all board members, employees, volunteers and other stakeholders agree to fully comply with YIB's Safeguarding policy unless otherwise agreed in writing.

9.2. Executive Director:

- a. Finalize the Safeguarding Policy Reviews and Revisions and any other forms and documents relating to it and ensure the Board endorses them for adoption.
- b. Keep up to date with safeguarding issues and seek advice from experts.
- c. Ensure the risk assessment is carried out annually and actions therein taken.
- d. Ensure that the policy is being implemented as written.
- e. Ensure staff, volunteers, and other stakeholders are fully briefed of YIB's Safeguarding Policy and undergo regular training.
- f. Ensure staff, volunteers and other stakeholders are conducting themselves within the guidelines stated in our Safeguarding policy.
- g. Ensure risk assessments are undertaken as required so children are not put at risk through any of YIB's activities.
- h. Alerting Interview Panels/Boards about the need to ascertain from referees the suitability of applicants for jobs involving contact with children, young people and adults-at-risk
- i. Make it clear to all stakeholders that there is a Safeguarding Policy in place.

9.3. Staff and Volunteers:

- a. All staff and volunteers are responsible for familiarizing themselves with the YIB Safeguarding Policy and adhering to its principles and procedures.
- b. They are responsible for creating and maintaining a safe and supportive environment for individuals involved in YIB's programs and activities.
- c. During face to face opportunities interviews, applicants will be examined directly and indirectly on specific safeguarding related questions during their interview on the following issues based on our "interview questions" to determine their suitability to work with children:
 - a) The applicant's general awareness and understanding child protection issues
 - b) The applicant's beliefs and values in relation to the treatment of children
 - c) The applicant's professional experience and competence
- d. Their employment history checked, including an inquiry of any gaps between jobs.
- e. Their identity checked against original documents.



f. YIB will ask for references from a previous employer and follow up made before hiring staff. If this is not possible, an academic reference or appropriate, respectable community contact can provide a reference. Where staff will be working directly with children or adults-at-risk or if recruitment is done within the organisation, verbal references must be sought from previous line supervisors.

g. YIB will require applicants to provide evidence of good conduct through a 'Police Record Check', sometimes called a 'Certificate of Good Conduct'. If this is not available in the candidate's country of residence, Kesho will ask them to sign a written self-declaration of good conduct. A criminal record is not an automatic disqualification to work for Kesho. The Human Resources Manager in consultation with a senior manager can decide whether to proceed with the candidate's appointment, depending on the nature of offence. When in doubt, do not appoint the candidate. Anyone suspected or convicted of child abuse will NOT be recruited. The Teachers Service Commission will be consulted and if the applicants' name is found to be present in the database of child offenders they will NOT be hired.

h. They must sign YIB's Code of Conduct and Safeguarding Behaviour Commitment form upon appointment.

9.4. Reporting and Responding:

a. All individuals associated with YIB have a responsibility to report any safeguarding concerns or incidents promptly and through the designated reporting channels.

b. They should provide accurate and truthful information during investigations or inquiries related to safeguarding concerns.

9.5. Designated Safeguarding Officers:

a. YIB may designate specific individuals as Safeguarding Officers who will be responsible for receiving and responding to safeguarding concerns or disclosures.

b. Safeguarding Officers will ensure that appropriate actions are taken to address safeguarding concerns, including reporting to relevant authorities if necessary.

c. Ensure YIB's role in any child protection or safeguarding case is kept within the boundaries defined by the Safeguarding Policy.

d. Know and follow the correct reporting procedures to the civil authorities and the individuals within the community who deal with child protection or safeguarding issues including the Chief, Sub-County Children Officers, police, lawyers, counselors, psychologists etc.

e. In the case of accusations or allegations involving YIB staff, volunteers, associates, representatives or Board members, the Child Protection Officer will manage all subsequent internal investigations in such cases.

f. Record all reports; i.e. keep a log of actions, events and information. These must be dated and signed by the author.

g. Explain the YIB's procedures to the person who has raised the concern. This includes guiding staff on what will happen after they have reported a child protection or safeguarding concern.

h. Contact appropriate services where a child, young person or adult-at-risk is in need of immediate help.

i. Alert the Executive Director of the concerns and initiate psychosocial support and care for the person claiming to have been abused.

j. Conduct an initial interview with the respondent as soon as possible, informing him/her of the nature of the accusation and of the process being followed, as well as his/her right to seek legal advice. The respondent is not obliged, by law, to respond or to furnish evidence, but will be informed that any statement provided will be taken into account in the investigation. A written record of the interview must be prepared, agreed upon by the respondent and then signed and dated.

k. The investigation should be conducted expeditiously, taking no longer than three months, wherever possible.

l. Make a formal referral to a statutory child protection agency or the police without delay where necessary

m. In the case where the Child Protection Officer needs further assistance, he/she will consult the Executive Director and/or the YIB's Board of Directors.

n. Ensure that the new recruit receives an induction in safeguarding on the first (1st) day of engagement and no later than one (1) week after appointment. The rest of the organization induction and orientation processes should be completed not later than one (1) month after appointment.

o. Any Organization or business offering services to YIB and coming in direct contact with YIB children will be visited and vetted first by the Safeguarding Programme Officer to determine that they have a child protection policy and adequate safety standards in place.



p. YIB will never knowingly permit child abuse offenders, pedophiles, or those with related offences to work with children associated with YIB or have access to children's records.

9.6. Compliance with Policies:

- a. All individuals associated with YIB are responsible for complying with the organization's safeguarding policies and procedures.
- b. They should seek guidance and clarification if they have any questions or concerns regarding the policies.

9.7. Confidentiality and Privacy:

- a. All individuals have a responsibility to respect the confidentiality and privacy of individuals involved in YIB's programs and activities.
- b. They should handle personal information securely and only share it on a need-to-know basis.

9.8. Continuous Improvement:

- a. All individuals associated with YIB have a responsibility to actively contribute to the continuous improvement of safeguarding practices.
- b. They should provide feedback, suggestions, and insights to enhance the effectiveness of YIB's safeguarding efforts.

10. CODE OF CONDUCT

10.1. Respect and Dignity:

- a. Treat all individuals with respect, dignity, and fairness, regardless of their age, gender, race, religion, disability, or any other characteristic.
- b. Listen to and value the opinions, ideas, and concerns of others, creating an inclusive and supportive environment.

10.2. Non-Discrimination and Equality:

- a. Refrain from engaging in any form of discrimination, harassment, or bullying, including but not limited to verbal, physical, or online abuse.
- b. Promote equality and inclusivity, ensuring that all individuals have equal access to opportunities and resources.

10.3. Child and Vulnerable Adult Protection:

- a. Prioritize the safety and well-being of children, young people, and vulnerable adults, taking appropriate measures to prevent abuse, harm, or exploitation.
- b. Follow YIB's guidelines and procedures for working with children, young people, and vulnerable adults, including obtaining necessary consent and permissions.

10.4. Professional Boundaries:

- a. Maintain appropriate professional boundaries with individuals involved in YIB's programs and activities, refraining from engaging in any behavior that may be perceived as inappropriate or exploitative.
- b. Avoid any form of intimate or romantic relationships with individuals under the age of consent or in a position of vulnerability.

10.5. Confidentiality and Privacy:

- a. Respect the confidentiality and privacy of individuals, ensuring that personal information is handled securely and only shared on a need-to-know basis.
- b. Obtain necessary consents before disclosing any personal information, adhering to relevant data protection laws and regulations.

10.6. Reporting Safeguarding Concerns:

- a. Report any safeguarding concerns or incidents promptly and through the designated reporting mechanism provided by YIB.
- b. Cooperate fully with any investigations or inquiries related to safeguarding concerns, providing accurate and truthful information.

10.7. Use of Communication and Social Media:

- a. Use communication channels and social media platforms responsibly and respectfully, refraining from sharing or posting any content that may be harmful, offensive, or inappropriate.
- b. Maintain professional



boundaries in online interactions and ensure that any communication with individuals is transparent, respectful, and appropriate.

10.8. Compliance with Laws and Regulations:

- a. Adhere to all applicable laws, regulations, and YIB's policies and procedures related to safeguarding and child protection.
- b. Seek guidance and support from YIB if unsure about any legal or ethical obligations.

10.9. Continuous Learning and Improvement:

- a. Engage in ongoing training and professional development related to safeguarding and child protection, staying informed about best practices and emerging issues.
- b. Actively participate in YIB's efforts to review and improve its safeguarding policies, procedures, and practices.

10.10. Whistleblower Protection:

- a. YIB encourages individuals to report any concerns or suspicions of safeguarding violations in good faith without fear of retaliation.
- b. YIB will protect individuals who report safeguarding concerns from any form of victimization or reprisal.

10.11. Compliance with YIB Policies:

- a. Abide by all YIB policies and procedures related to safeguarding, including but not limited to the Safeguarding Policy, Code of Conduct, and reporting procedures.
- b. Familiarize yourself with and adhere to any specific guidelines or protocols relevant to your role within YIB.

10.12. Duty of Care:

- a. Understand and fulfill your duty of care towards children, young people, and vulnerable adults involved in YIB's programs and activities.
- b. Take appropriate action to ensure their safety, well-being, and protection.

11. REPORTING AND RESPONSE

11.1. Reporting Safeguarding Concerns:

- a. Any individual who has a safeguarding concern or becomes aware of a safeguarding incident should report it immediately to the designated Safeguarding Focal Point within YIB.
- b. Reporting can be done in person, in writing, or through the confidential reporting mechanism provided by YIB, ensuring that the information is shared securely and confidentially.

11.2. Support and Assistance:

- a. YIB will ensure that appropriate support is provided to individuals who have raised safeguarding concerns or are affected by safeguarding incidents.
- b. Support may include access to counseling services, medical assistance, legal advice, or any other necessary support based on the specific needs of the individual.

11.3. Investigation and Response:

- a. YIB will conduct a thorough and impartial investigation into all safeguarding concerns or incidents reported, ensuring the privacy and confidentiality of all parties involved.
- b. The investigation will be carried out by trained personnel who have the necessary expertise and understanding of safeguarding issues.
- c. YIB will follow established procedures for conducting investigations, which may include interviewing relevant individuals, collecting evidence, and consulting external agencies if necessary.

11.4. Disciplinary Actions:

- a. If the investigation substantiates the safeguarding concern or incident, YIB will take appropriate disciplinary actions against the responsible individual(s) in accordance with its policies and procedures.
- b. Disciplinary actions may include but are not limited to warnings, suspension, termination of employment or volunteer engagement, or referral to relevant authorities for legal action.

11.5. Reporting to Authorities:



- a. In cases where there is a reasonable suspicion or evidence of criminal activity or serious harm, YIB will report the matter to the appropriate authorities as required by law.
- b. YIB will cooperate fully with any investigations conducted by external authorities, providing all necessary information and support.

11.6. Confidentiality and Whistleblower Protection:

- a. YIB will ensure that all safeguarding concerns and incidents are handled with utmost confidentiality, respecting the privacy and dignity of individuals involved.
- b. YIB will protect individuals who report safeguarding concerns in good faith from any form of retaliation or victimization.

11.7. Communication and Transparency:

- a. YIB will communicate transparently and promptly with relevant stakeholders, including individuals affected by safeguarding concerns or incidents, about the actions taken and the outcomes of investigations to the extent permitted by privacy and legal considerations.
- b. YIB will ensure that communication is conducted sensitively and with the best interests of the individuals involved in mind.

12. RISK ASSESSMENT AND MANAGEMENT

12.1. Risk Identification:

- a. YIB will conduct regular risk assessments to identify potential safeguarding risks and vulnerabilities within its programs and activities.
- b. Risks may include physical, emotional, sexual abuse, exploitation, neglect, discrimination, harassment, or any other form of harm.

12.2. Risk Evaluation:

- a. YIB will evaluate the identified risks based on their likelihood of occurrence and potential impact on individuals involved in YIB's programs and activities.
- b. Risks will be assessed in relation to the specific context, location, and nature of the programs and activities.

12.3. Risk Mitigation Strategies:

- a. YIB will develop and implement risk mitigation strategies to minimize or eliminate identified safeguarding risks.
- b. Mitigation strategies may include clear policies and procedures, training and awareness programs, appropriate staffing ratios, safe physical environments, and secure data management systems.

12.4. Safeguarding Measures:

- a. YIB will establish and enforce safeguarding measures to protect individuals from identified risks.
- b. These measures may include robust recruitment and vetting processes for staff and volunteers, clear codes of conduct, safeguarding training, and regular monitoring and supervision.

12.5. Reporting and Incident Management:

- a. YIB will ensure that individuals are aware of the reporting mechanisms for safeguarding concerns or incidents and are encouraged to report them promptly.
- b. Incident management procedures will be established to respond effectively to safeguarding concerns or incidents, including investigation, support for victims, and appropriate disciplinary actions.

12.6. Partnerships and Collaboration:

- a. YIB will collaborate with relevant organizations, authorities, and networks to share best practices, learn from others, and strengthen safeguarding efforts.
- b. Partnerships may include working with child protection agencies, local authorities, or other organizations with expertise in safeguarding.

12.7. Continuous Monitoring and Review:

- a. YIB will continuously monitor the effectiveness of its safeguarding measures and review them regularly to ensure they remain relevant and responsive to changing risks and contexts.



b. Feedback from individuals, staff, volunteers, and other stakeholders will be sought and considered to improve safeguarding practices.

12.8. Training and Capacity Building:

a. YIB will provide regular training and capacity-building opportunities to staff, volunteers, and stakeholders to enhance their knowledge and understanding of safeguarding issues.

b. Training may cover topics such as recognizing signs of abuse, responding to disclosures, maintaining professional boundaries, and understanding legal obligations.

13. TRAINING AND AWARENESS

13.1. Training for Staff and Volunteers:

a. YIB will provide comprehensive training on safeguarding policies, procedures, and best practices to all staff and volunteers involved in its programs and activities.

b. Training will cover topics such as recognizing signs of abuse, responding to disclosures, maintaining professional boundaries, and reporting procedures.

c. Training sessions will be conducted regularly, ensuring that all staff and volunteers are up-to-date with the latest information and practices.

13.2. Induction and Orientation:

a. All new staff and volunteers will receive an induction and orientation that includes an overview of YIB's safeguarding policy, code of conduct, and reporting procedures.

b. Induction will also include information on specific safeguarding risks and vulnerabilities relevant to their role within YIB.

13.3. Training for Stakeholders:

a. YIB will provide training and awareness programs for stakeholders, such as partner organizations, parents, and community members, to promote a culture of safeguarding.

b. These programs will focus on raising awareness about safeguarding issues, recognizing signs of abuse, and understanding their role in safeguarding.

13.4. Refresher Training:

a. YIB will offer refresher training sessions to ensure that staff, volunteers, and stakeholders maintain their knowledge and understanding of safeguarding principles and practices.

b. Refresher training will be conducted at regular intervals to reinforce key concepts and address any emerging issues or updates to policies and procedures.

13.5. Awareness Campaigns:

a. YIB will develop and implement awareness campaigns to promote a culture of safeguarding among all individuals involved in its programs and activities.

b. These campaigns may include workshops, seminars, posters, and online resources to educate and engage stakeholders on safeguarding issues.

13.6. Communication Channels:

a. YIB will establish effective communication channels to ensure that information on safeguarding is disseminated promptly and effectively to all relevant individuals.

b. Communication channels may include newsletters, emails, intranet platforms, and regular meetings to provide updates, share resources, and address any questions or concerns.

13.7. Collaboration with External Experts:

a. YIB will collaborate with external experts, organizations, or agencies specializing in safeguarding to enhance training programs and ensure access to the latest research and best practices.

b. This collaboration may include guest speakers, workshops, or consultations to provide expert insights and guidance.

13.8. Monitoring and Evaluation:

a. YIB will monitor the effectiveness of its training and awareness programs through feedback, evaluations, and assessments.



b. Regular reviews will be conducted to identify areas for improvement and make necessary adjustments to training content and delivery methods.

14. COLLABORATION AND PARTNERSHIPS

14.1. Collaboration with Child Protection Agencies:

- a. YIB will collaborate with local child protection agencies or relevant authorities to ensure alignment with national or regional safeguarding guidelines and regulations.
- b. This collaboration may include sharing information, reporting concerns, and seeking guidance on safeguarding practices.

14.2. Partnership with Community Organizations:

- a. YIB will establish partnerships with community organizations that have expertise in safeguarding or work with vulnerable populations.
- b. These partnerships may involve sharing resources, knowledge, and best practices to enhance safeguarding efforts and support the well-being of individuals involved in YIB's programs.

14.3. Engagement with Stakeholders:

- a. YIB will actively engage with stakeholders, including parents, guardians, and caregivers, to promote a culture of safeguarding and ensure their involvement in safeguarding initiatives.
- b. This engagement may include regular communication, workshops, and feedback mechanisms to address concerns and gather insights.

14.4. Collaboration with Educational Institutions:

- a. YIB may collaborate with educational institutions, such as schools and universities, to raise awareness about safeguarding issues and provide training opportunities to students, teachers, and administrators.
- b. This collaboration may involve joint workshops, awareness campaigns, and sharing of resources and expertise.

14.5. Networking with Peer Organizations:

- a. YIB will network and collaborate with peer organizations working in similar fields to share best practices, lessons learned, and challenges related to safeguarding.
- b. These networks may include participation in conferences, forums, or working groups to collectively enhance safeguarding efforts within the sector.

14.6. Engagement with Donors and Funders:

- a. YIB will engage with donors and funders to ensure that safeguarding is prioritized in funding decisions and to seek support for safeguarding initiatives.
- b. This engagement may involve sharing safeguarding policies, practices, and outcomes to demonstrate commitment and accountability.

14.7. Collaboration with Legal and Health Professionals:

- a. YIB may collaborate with legal and health professionals, such as lawyers, counselors, or healthcare providers, to seek advice, guidance, or referrals related to safeguarding concerns or incidents.
- b. This collaboration may involve establishing protocols for information sharing, referrals, or joint training sessions.

14.8. Engagement with Government Agencies:

- a. YIB will engage with relevant government agencies responsible for safeguarding, child protection, or social services to ensure compliance with legal requirements and to contribute to policy development and implementation.
- b. This engagement may involve participation in working groups, consultations, or sharing of data and information.

15. MONITORING AND REVIEW

15.1. Regular Monitoring:

- a. YIB will establish a system for regular monitoring of its safeguarding practices, policies, and procedures.



b. This monitoring will involve ongoing assessment of the implementation and effectiveness of safeguarding measures, including compliance with policies and adherence to best practices.

15.2. Data Collection and Analysis:

- a. YIB will collect relevant data and information related to safeguarding concerns, incidents, and outcomes.
- b. Data will be analyzed to identify trends, patterns, and areas of improvement in safeguarding practices.

15.3. Incident Reporting and Documentation:

- a. YIB will maintain a system for reporting and documenting safeguarding concerns, incidents, and actions taken.
- b. Incidents will be reported promptly, investigated thoroughly, and documented in a secure and confidential manner.

15.4. Review of Policies and Procedures:

- a. YIB will regularly review its safeguarding policies and procedures to ensure their relevance, effectiveness, and compliance with legal and ethical standards.
- b. Reviews may involve consultation with relevant stakeholders, including staff, volunteers, and external experts.

15.5. Evaluation of Training Programs:

- a. YIB will evaluate the effectiveness of its safeguarding training programs through feedback, assessments, and participant satisfaction surveys.
- b. Evaluation results will be used to improve training content, delivery methods, and overall effectiveness.

15.6. Feedback Mechanisms:

- a. YIB will establish feedback mechanisms to gather input and insights from staff, volunteers, stakeholders, and individuals involved in its programs and activities.
- b. Feedback will be actively sought and considered in the continuous improvement of safeguarding practices.

15.7. External Audits or Reviews:

- a. YIB may engage external auditors or independent reviewers to conduct audits or reviews of its safeguarding practices.
- b. External audits or reviews provide an objective assessment of YIB's safeguarding efforts and help identify areas for improvement.

15.8. Policy Updates and Revisions:

- a. YIB will update and revise its safeguarding policies and procedures as necessary based on monitoring, review, and feedback.
- b. Updates will reflect changes in legal requirements, emerging risks, best practices, and lessons learned.

15.9. Learning from Incidents:

- a. YIB will learn from safeguarding incidents and near-miss situations to identify areas for improvement and prevent future occurrences.
- b. Lessons learned will be shared internally to enhance organizational learning and inform future safeguarding practices.

15.10. Continuous Improvement:

- a. YIB is committed to continuously improving its safeguarding practices based on monitoring, review, and feedback.
- b. The organization will strive to create a culture of learning and adaptability to ensure the safety and well-being of individuals involved in its programs and activities.

16. POLICY ACKNOWLEDGEMENT

16.1. Policy Awareness:

- a. All individuals will be provided with access to the YIB Safeguarding Policy and related documents.
- b. Individuals are expected to read, understand, and familiarize themselves with the contents of the policy.

16.2. Acknowledgment Statement:



- a. All individuals will be required to sign an acknowledgment statement indicating their understanding of the YIB Safeguarding Policy and their commitment to adhere to its principles.
- b. The acknowledgment statement may be in written or electronic form, depending on the preferred method of documentation.

16.3. Training and Induction:

- a. Prior to signing the acknowledgment statement, individuals will receive appropriate training, information, and support to ensure their understanding of the policy.
- b. Induction or orientation sessions will include an overview of the YIB Safeguarding Policy and its importance in creating a safe environment.

16.4. Retention of Acknowledgment:

- a. YIB will maintain records of the signed acknowledgment statements for each individual associated with the organization.
- b. These records will be securely stored and easily accessible for reference and monitoring purposes.

16.5. Review and Renewal:

- a. YIB will periodically review and update the Safeguarding Policy as necessary.
- b. Individuals will be informed of any revisions to the policy and may be required to renew their acknowledgment accordingly.

17. RELATED DOCUMENTS

- i. YIB Code of Conduct
- ii. YIB Anti-Discrimination and Harassment Policy
- iii. Conflict of interest policy
- iv. Whistle blowing policy
- v. YIB Data protection and safety policy

18. APPENDIX

APPENDIX 1: CHILD SAFEGUARDING SELF-DISCLOSURE & CHARACTER REFERENCE FORM

PART A: SELF-DISCLOSURE

1. Full Name:	2. Date of Birth:	3. Gender:
4. Contact Information (Phone number, email address):	5. Current Address:	6. Nationality
7. (a.) Are you currently involved with any criminal activities or have you been convicted of any criminal offenses? YES <input type="checkbox"/> NO <input type="checkbox"/>	7 (b.) If yes, please provide details:	
8. (a.) Have you ever been accused or investigated for any form of child abuse, harassment, or misconduct? YES <input type="checkbox"/> NO <input type="checkbox"/>	8 (b.) If yes, please provide details:	



<p>9. (a.) Have you ever been involved in any incidents related to violence, harassment, or discrimination?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>9 (b.) If yes, please provide details:</p>
<p>10. Have you ever been subject to any disciplinary action or investigation by any organization, institution, or employer for any form of misconduct?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>10 (b.) If yes, please provide details:</p>
<p>11. Are you currently under investigation, suspended, or have any pending disciplinary action against you for any reason? If yes, please provide details:</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	
<p>12. (a.) Are you currently under any legal restrictions or obligations that may prevent you from working with or being in contact with children or vulnerable individuals?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>12 (b.) If yes, please provide details:</p>
<p>13. (a.) Have you ever been dismissed, terminated, or asked to resign from a position due to any form of misconduct?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>13 (b.) If yes, please provide details:</p>
<p>14. (a.) Are there any other relevant information or circumstances that we should be aware of regarding your suitability to work with children or vulnerable individuals?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>14 (b.) If yes, please provide details:</p>
<p>15. Do you understand and agree to abide by Youth For Integrity Building's safeguarding policies and procedures?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	
<p>Signature:</p>	



Date:

PART B: CHARACTER REFERENCE FORM

A. To be filled by the individual making self-disclosure

1. Full Names of at least two Referees	2. Relationship with the Referees
3. Provide Referees primary contact details (Phone number, Email etc)	4. Provide Referees alternative contact details (if any)
5. How long have you known the Referees?	6. In what capacity have you interacted with the Referees?

B. For official use (Fill based on Referee response)

1. Full Name of the Referee	2. Relationship with the individual
3. How long have they know each other?	4. In what capacity have they interacted with each other?
5. A brief description of the individual (as per referee)	
6. Rate the individual's ability to communicate effectively and respectfully with others. <ul style="list-style-type: none"> ● Excellent ● Above Average ● Average ● Below Average ● Poor 	7. Can you attest to the applicant's reliability and trustworthiness?
8. Has the applicant ever been involved in any incidents or behaviors that may raise concerns about their suitability to work with children or	9. How would you describe the applicant's ability to work in a team and collaborate with others? <ul style="list-style-type: none"> ● Excellent <input type="checkbox"/>



vulnerable individuals? YES <input type="checkbox"/> NO <input type="checkbox"/>	<ul style="list-style-type: none"> ● Above Average <input type="checkbox"/> ● Average <input type="checkbox"/> ● Below Average <input type="checkbox"/> ● Poor <input type="checkbox"/>
---	---

10. Can you provide any examples of situations where the applicant has demonstrated empathy, compassion, and understanding towards others?

11. Do you believe that the applicant has the necessary skills and qualities to work effectively with children or vulnerable individuals?

YES NO MAYBE/NOT SURE OTHER: _____

12. Is there anything else you would like to add about the applicant's character or suitability for working with Youth For Integrity Building?

Thank you for your time and consideration. We truly appreciate your responses.

C. For official use (Fill based on Referee response)

1. Full Name of the Referee	2. Relationship with the individual
3. How long have they know each other?	4. In what capacity have they interacted with each other?

5. A brief description of the individual (as per referee)

6. Rate the individual's ability to communicate effectively and respectfully with others. <ul style="list-style-type: none"> ● Excellent ● Above Average ● Average ● Below Average ● Poor 	7. Can you attest to the applicant's reliability and trustworthiness?
--	---

8. Has the applicant ever been involved in any incidents or behaviors that may raise concerns about their suitability to work with children or vulnerable individuals? YES <input type="checkbox"/> NO <input type="checkbox"/>	9. How would you describe the applicant's ability to work in a team and collaborate with others? <ul style="list-style-type: none"> ● Excellent <input type="checkbox"/> ● Above Average <input type="checkbox"/> ● Average <input type="checkbox"/> ● Below Average <input type="checkbox"/> ● Poor <input type="checkbox"/>
--	--



<p>10. Can you provide any examples of situations where the applicant has demonstrated empathy, compassion, and understanding towards others?</p>
<p>11. Do you believe that the applicant has the necessary skills and qualities to work effectively with children or vulnerable individuals?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/> MAYBE/NOT SURE <input type="checkbox"/> OTHER _____</p>
<p>12. Is there anything else you would like to add about the applicant's character or suitability for working with Youth For Integrity Building?</p>
<p>Thank you for your time and consideration. We truly appreciate your responses.</p>

APPENDIX 2: SAFEGUARDING COMMITMENT FORM

Full Name:	Date of Birth:	Gender:
Contact Information (Phone number, email address):	Current Address:	Nationality
<p>I, _____(full name), understand and acknowledge that I will be working with children or vulnerable individuals as a part of my involvement with Youth For Integrity Building (YIB) organization. I am committed to upholding the highest standards of safeguarding and ensuring the safety and well-being of all individuals I come into contact with. Additionally;-</p> <p>a. I understand that as a representative of YIB, I have a responsibility to create a safe and inclusive environment for children and vulnerable individuals. This includes promoting their rights, protecting them from harm, and actively preventing any form of abuse, neglect, or exploitation.</p> <p>b. I commit to treating all individuals with respect, dignity, and fairness, regardless of their age, gender, race, religion, disability, or any other characteristic. I will not engage in any form of discrimination, harassment, or abusive behavior towards anyone associated with YIB.</p> <p>c. I understand that it is my duty to report any concerns or suspicions of abuse, neglect, or inappropriate behavior towards children or vulnerable individuals to the appropriate authorities and YIB's safeguarding officer.</p> <p>d. I will familiarize myself with YIB's safeguarding policies and procedures and comply with them at all times. I will seek guidance and support from YIB's safeguarding officer if I am unsure about any aspect of these policies.</p> <p>e. I will participate in any necessary training or workshops provided by YIB to enhance my knowledge and understanding of safeguarding practices.</p> <p>f. I understand that any breach of YIB's safeguarding policies may result in disciplinary action, including termination of my involvement with YIB.</p>		
<p>By signing below, I confirm that I have read, understood, and agree to abide by Youth For Integrity Building's safeguarding commitment as outlined above.</p>		
<p>Signature: _____</p>		
<p>Date: _____</p>		



APPENDIX 3: INCIDENT REPORTING FORM

Today's Date _____

Name of person documenting the case _____

1. Child's Information

Child's name	
Child's Age	
Gender	
Home Area	
Child's current school	
Class/form	
Guardian/parents name	
Contact	

2. Reporting the case

Most often the cases will be reported by a third party, it is necessary to say who reported and which YIB staff dealt with this matter.

Name of person reporting the case	
Workplace	
Relationship with the child	
Contacts	
Name of 1 st person in YIB to be informed of the case	
Name of person taking a lead in supporting the child in the case if different from above	
Contacts	

3. Case Information

In this section one should try and be as detailed as possible by informing us, the nature of the alleged abuse, the alleged perpetrator, time and date, location of the scene of crime, number of people involved both (child and adult) any physical injuries or state of the child.

What was the first action taken by the first person who was in contact with the child after the incidence.

4. Hospital report

After abuse has taken place one should seek medical attention preferably within 24 hours after the abuse, in case of defilement. In case of physical abuse seek medical attention as soon as possible at the nearest health facility.

Did the child get medical attention? YES NO

If yes, what is the name of the Health facility: _____

Was the P3 form completed? YES NO

Does YIB have a copy? YES NO



Was there any evidence presented? (e.g. Clothing) _____

Who accompanied the child to hospital? _____

Any follow up visits to be reported in the Incident Diary attached.

5. Police

Name of the police station: _____

Name of the officer: _____

Occurrence number(OB Number): _____

State the action taken by the police:

Any follow up visits to be reported in the Incident Diary attached.

6. District Child Officer

This is the department under the government that deals with all child related matters at the district level it is important to inform your area DCO as the officer in charge can assist in matters of placement and representation in court when need arises.

Has the DCO been informed of the matter and what was the action taken or recommended?

Date you visited the DCO's office? _____

Any follow up visits to be reported in the Incident Diary attached.

7. Court Proceedings

Once a matter is in court, it is important to keep track of the court proceedings by recording the following information:

Court file number: _____

Court dates: _____

Mentioning date _____

Hearing _____

Trial: _____

Sentence: _____

8. Alternative Action Taken

In a situation where the matter did not go to court – agree a course of action so it may be resolved by in house management or by other relevant organizations or government bodies. Document the actions taken and by which organization/government body.

9. Conclusion

State if the matter has been concluded and when it was concluded include any other comment in regards to the matter this is inclusive but not limited to: (placement, counseling and referrals).



10. Incident Diary

This will be documentation of any other activities that took place that have not been documented in the main document for example follow up visits to the Police or DCO or a visit to the chief's office, withdrawal of case, if there were any other health complications which developed due to the abuse etc.

Date	Event	Recommendations

APPENDIX 3: SAFEGUARDING REFERRALFORM

PART A: INTERNAL

D. Referring Staff/Member Information:	
7. Full Names	8. Position/Role/Designation
9. Provide primary contact details (Phone number, Email etc)	10. Provide alternative contact details (if any)
E. Individual (s) involved:	
Full Name (s)	Age (s)
Please provide a detailed description of the concern or issue that requires internal referral:	



If applicable, provide the date and time when the incident or observation occurred:

Please specify the location where the incident or observation took place:

Were there any witnesses to the incident or observation? YES NO

If yes, please provide their names and contact information:

Describe any immediate actions taken to address the concern or issue:

Is there any other relevant information that should be considered in the referral process?

Based on your assessment and knowledge of the situation, what actions do you recommend taking to address the concern or issue?

Should this referral be treated as urgent? YES NO

If yes, please explain the reasons for urgency:

By signing below, I confirm that the information provided in this referral form is accurate and complete to the best of my knowledge.

Signature: _____ Date: _____



¹ Source of Information relatives/teachers

² Indicate highest level of education attained



CASE HISTORY OF THE CHILD

Date of Event/incident	<i>mm/dd/yyyy</i>	Place of Event/incident	<i>e.g. Lukenya, Athi River at the Uncle's House</i>			
Alleged Perpetrator/Offender	<i>name</i>	Relationship to Child				
Case Category:	<i>e.g. Neglect</i>	Specific issue about the case	<i>Denied education or medical care (e.g. For Neglect)</i>			
Nature of Case	One-off event [1]	Chronic/On-going event [2]	Risk Level:	Low [1]	Medium [2]	High [3]
Needs of the Child:	<i>Immediate needs</i>			<i>Long-term needs</i>		
Action Taken (Intervention)						
Referral to:	State Agency: (specify)			Reason for referral		
	Non-State Actors: (specify)			Reason for referral		

RECOMMENDATIONS FOR FURTHER ASSISTANCE BASED ON THE BEST INTEREST OF THE CHILD (BIC)

Name of Officer		Signature	
Designation		Date	

FOLLOW-UP INFORMATION (INDICATE INFORMATION ON ANY PROGRESS OR FURTHER INTERVENTION GIVEN)

Date	Follow-up Status	Comment	Officer
			Name:
			Designation:
			Signature:
			Name:
			Designation:
			Signature:
			Name:
			Designation:
			Signature:

