



Organizational
SAFEGUARDING POLICY

January, 2019

TABLE OF CONTENTS

SECTION 1: BACKGROUND	3
1.1. Organizational background	3
1.4. Organizational understanding and definition of abuse sexual violence and exploitation	5
1.5. Basic Categories of abuse	5
SECTION 3: PAD ORGANIZATIONAL SAFEGUARDING COMMITMENT	6
SECTION 4: SAFE PROGRAMING-PREVENTION	7
1.6. What does safe programming involve.....	7
SECTION 5 : REPORTING AND RESPONDING OF CONCERNS	8
5.1. What to Report?	8
5.2. Considerations during reporting	8
5.3. Recording	8
Section 6: Responding.....	10
SECTION 7: SELF-AUDIT/PRACTICE ASSESSMENT	11
SECTION 8: ANNEX	12
ANNEX 8.1. Job Description of safeguarding focal person	12
Annex 8.2. Declaration of safeguarding policy acceptance signed with understanding	13
Annex 8.3. Declaration clearance and commitment to unconditionally report and free from any act of abuse exploitation and violence	15
Annex 8.4 Organizational staff recruitment Vacant Position Advertisement	16
Annex 8.5 Sample safeguarding question to be used during staff recruitment	17
Annex 8.6 Sample safeguarding terms of employment in the staff contractual agreement	18

SECTION 1: BACKGROUND

1.1. Organizational background

Positive action for Development (PAD) is an Ethiopian resident's charity organization. The organization has legally registered by Federal Democratic Republic of Ethiopian Charities and Societies agency on June 6/2011, licensed under the registration number 2330. The organization has active operational presence in different parts of the country. Vulnerable women children youth and men are priority targets of the organization. To ensure excellent achievement of the organizational objective that maximizes the benefit of the targeted men women children youth and vulnerable community the organization developed and strictly implementing various policy and procedures. Organizational Safeguarding policy is one of the key policies the organization committed for its effective use.

1.2. Purpose of organizational safeguarding

Why do we need a safeguarding policy?

- ✓ Making the organization safe for beneficiaries and staff
- ✓ Protecting beneficiaries and organizational staff from any forms of abuse, exploitation & harm as a result of individual behaviours & program activities
- ✓ Make ourselves/organization accountable for personnel conduct & internal failure
- ✓ Unaddressed issues will not continue affecting
- ✓ Bad practice will be challenged
- ✓ Staff will be protected-helps staff to aware & monitor their conduct
- ✓ Fair decision will develop trust for prevention and reporting
- ✓ Reduce reputational risk of the organization both at community and donor

1.3. Legal Framework and Rationale for Safeguarding policy development and safeguarding of most vulnerable group

- ✓ International (UNCRC) convention "state parties shall protect the child from all forms physical or mental violence, injury or abuse, neglect maltreatment or exploitation including sexual abuse"
- ✓ ILO convention-
- ✓ Regional child right instrument (ACRWC)
- ✓ National laws

- ✓ Charter of the United Nations
- ✓ Universal Declaration of Human Rights
- ✓ Convention on the Elimination of All Forms of Discrimination against Women
- ✓ The equal rights and inherent human dignity of women.

SECTION 2: PAD ORGANIZATIONAL UNDERSTANDING AND DEFINITION OF ABUSE , SEXUAL VIOLENCE EXPLOITATION

1.4. Organizational understanding and definition of abuse sexual violence and exploitation

1.4.1. Organizationally PAD defines and understands child abuse as

- ✓ Anything which individuals, institutions and processes do or fail to do which directly or indirectly harms children or damages their prospect of development and safety.

1.4.2. Organizationally PAD defines Sexual Violence as

- ✓ Any kinds of violent acts that is primarily or exclusively committed against women and girls.

2.1.3. Organizationally PAD understand/defines Exploitation as

2.1.3.1. Exploitation is the use of a child in work or other activities for the benefit of others or gratification; the work and activity of which are to the detriment of the child's physical or mental health, education, moral or social-emotional development. This includes

2.1.3.2. Sexual exploitation

- ✓ Using a position of power to illicit sexual favors in exchange for goods, services, or resources that should be provided for free/without any exchange of materials or goods.

2.1.3.3. Commercial exploitation-

- ✓ This includes child labor and child prostitution.

1.5. Basic Categories of abuse

- ✓ **Physical** – actual or potential physical harm
- ✓ **Sexual** – involvement of sexual activity which is considered unwanted, inappropriate or harmful
- ✓ **Emotional** – failure to provide supportive environment and/or actions that harm development
- ✓ **Neglect** - chronic inattention to needs

SECTION 3: PAD ORGANIZATIONAL SAFEGUARDING COMMITMENT



SECTION 4: SAFE PROGRAMING-PREVENTION

Safe programing- ensuring no additional risks or harm befalls as a result of our activities or processes that affect children physically or emotionally.

Risk is an uncertain event or set of circumstances there is always potential risks in any programs, process or practices which needs to be identified and able to take prior action.

1.6. What does safe programming involve

1.6.1. Conduct Risk Assessment

1. **Risk assessment:** is a way of identifying the possibility of things happening that will have a negative impact on organization's objectives and reputation.

Focus of areas

- ✓ **Project Cycle** : Proposals, project activities/ approach of service provision, level of engagement of staff or representatives (**safe recruitment**)
 - Things that could go wrong
 - The likelihood/probability of these things going wrong
 - The impact of these things going wrong

2. Design Mitigation

- **Identifying ways of reducing the risks**
- **Giving roles to different people to monitor and manage child safeguarding issues.**

3. Monitor and review the preventative measures

- **Maintain risk register and review the status**
- **Communicate the result/share the learning**

3. Safe recruitment

- ✓ SG position statement in advertisement
- ✓ Share SG policy for short listed candidates
- ✓ Incorporate SG questions during the interview
- ✓ Require police(community clearance for volunteers) and reference check during the offer
- ✓ Job description state specific role on safeguarding
- ✓ Declaration of acceptance signed with understanding

SECTION 5 : REPORTING AND RESPONDING OF CONCERNS

5.1. What to Report?

- **when you are witness for any child abuse**
- **when you heard abuse is happening**
- **when you suspect or get rumor about abuse**
- **when you receive the disclosure from the victim**

5.2. Considerations during reporting

- Keep the confidentiality of information.
- Don't promise to keep as secret.
- Timely report -within 24 hrs
- It is not your role to investigate, only to report!
- You are not expected to verify whether or not concerns that you have come across to know by any means is actual.
- The safety of the victim is the priority
- The safety of the perpetrator need to be considered

5.3. Recording

- Recording the concern is very important.
- The report must be accurate, objective and focused on the facts and relevant information that will help in deciding what actions to take (who, what, where, when)
- Clear accurate recording allows for an appropriate and effective response
- The Incident Report Form must be used for recording and reporting any safeguarding allegation or concern received.

5.4. Basics of on reporting

- ✓ Reporting is mandatory; staffs have the duty to report any concern either past or present
- ✓ Failure to report entails disciplinary action - Human Resource Manual
- ✓ Any barrier to reporting (internal or external) has no excuse

Section 6: Responding

- ✓ Ensuring that immediate action is taken to the urgent issues raised
- ✓ Referral to service providers will be considered as required-Mapping
- ✓ Investigate-follow the procedure(Open-closure)
- ✓ Staffs who have reported would be required to cooperate in the process of investigation
- ✓ Safety of staff associated with the investigation process(witness, victim, perpetrator and investigation team)

SECTION 7: SELF-AUDIT/PRACTICE ASSESSMENT

The policy demands four core areas of your organisational safeguarding standards to meet:

1. Safeguarding Policy
2. Staff and representatives
3. Procedure
4. Monitoring and review

SECTION 8: ANNEX

ANNEX 8.1. Job Description of safeguarding focal person



Positive Action for Development

Organization: Positive Action for Development (PAD)

Position: Organizational Safeguarding focal

Reported to: Executive Director

Detail of duties and responsibilities

- ✓ Ensure the organization safeguarding policy is shared and accessible both through hardcopy and softcopy by all staff
- ✓ Plan and work to enhance the understanding and capacity of staff on safeguarding policy & its implementation
- ✓ Work to improve the standard practices and share accountability on keeping beneficiaries safe
- ✓ Organize training on safeguarding for staff
- ✓ Create a scenario making the organization safe for beneficiaries
- ✓ Protecting beneficiaries from any forms of abuse, exploitation & harm as a result of individual behaviours & program activities
- ✓ Promote Safeguarding and Protection Program that aim at protecting vulnerable group from abuse and responding appropriately
- ✓ Ensure necessary tools for implementing reporting and responding of safeguarding is available
- ✓ Ensure availability of safe guarding reporting channels/windows in the organization
- ✓ Ensure safeguarding is mainstreamed in program planning designing implementation
- ✓ Ensure consideration of safeguarding in advertisement shortlisting and staff recruitment
- ✓ have clear understanding on what abuse and exploitation constitutes
- ✓ Identify organizational indicators of abuse and exploitation
- ✓ Identify vulnerable groups who are often abused
- ✓ Identify local practices that abuse/exploit vulnerable groups (from what you hear, see, read, practice or manage) and its indicators-physical & behavioral
- ✓ Identify summarize and report the major challenges/barriers to deal these issues and possible solution
- ✓ Work to enhance staff understanding on what is expected from staffs to prevent harm from happening

- ✓ Ensure Safe programing so that no additional risks or harm befall as a result of our activities or processes that affect children physically or emotionally.
- ✓ Conduct Risk Assessment to identify the possibility of things happening that will have a negative impact on organization's objectives and reputation
- ✓ Ensure safe recruitment through
 - SG position statement in advertisement
 - Share SG policy for short listed candidates
 - Incorporate SG questions during the interview
 - Require police(communitiy clearance for volunteers) and reference check during the offer
 - Job description state specific role on safeguarding
 - Declaration of acceptance signed with understanding

Annex 8.2. Declaration of safeguarding policy acceptance signed with understanding



Positive Action for Development

Positive Action For Development (PAD) staff declaration of safeguarding policy acceptance signed with understanding

Date _____

Name _____ Position _____ Department _____

Sex _____

I am willingly confirmed my clear understanding and acceptance of Positive Action for Development (PAD) safeguarding policy. I hereby consciously confirm my commitment to be governed by the principles of organizational safeguarding policy

Name _____

Signature _____

Date _____

Witness

Name

Signature

1. _____

2. _____

3. _____

Annex 8.3. Declaration clearance and commitment to unconditionally report and free from any act of abuse exploitation and violence



Positive Action for Development

Self-Declaration of clearance and commitment to unconditionally report and remain free from any act of abuse exploitation and violence

Date _____

Name _____ Position _____ Department _____

Sex _____

I the undersigned employee of positive action for development declare my clearance in my entire previous carrier from involvement, support and sponsoring of any abuse exploitation and violence act against children women and any vulnerable group. I also boldly declare my clearance from any act of abuse, exploitation and violence that affect organizational staff physically or emotionally. I also like to declare my willingness to unconditionally report any act of abuse exploitation and violence in addition to affirming my absolute commitment to be reserved from any act of abuse exploitation and violence that affect organizational staff physically or emotionally.

Name _____

Signature _____

Date _____

Witness

Name _____

Signature _____

4. _____

5. _____

6. _____

Annex 8.4 Organizational staff recruitment Vacant Position Advertisement



Positive Action for Development

1. Background

Positive action for Development (PAD) is an Ethiopian resident's charity organization. The organization has legally registered by Federal Democratic Republic of Ethiopian Charities and Societies agency on June 6/2011, licensed under the registration number 2330. The organization has active operational presence in different parts of the country. Vulnerable women children youth and men are priority targets of the organization. To ensure excellent achievement of the organizational objective that maximizes the benefit of the targeted men women children youth and vulnerable community the organization developed and strictly implementing various policy and procedures. Organizational Safeguarding policy is one of the key policies the organization committed for its effective use.

2. Position

- ✓ Project Coordinator

3. Educational Background

- ✓ MA degree in Sociology with two years relevant experience

4. Place of work Dire Dawa city

5. Terms of employment

- ✓ On contractual base that will be re-newed up on performance

6. Special condition

- ✓ Candidate required providing clearance from any act of abuse exploitation and sexual violence abuse
- ✓ Recommendation and support letter for good did in safeguarding also encouraged to apply

7. Women candidate also highly encouraged to apply

8. How to submit application

- ✓ Interested candidate can apply for the advertised position through our organizational email address pad@padethiopia.org, via out Po.Box address 325 or physically in the office located in center of kezira keble 03 around millennium park.



Positive Action for Development

Project Coordinator Position Written exam

I. Tips of the written Examination

1. Please read the question thoroughly, understand what it clasps and then write
2. Be considerate to word economics and write to the point and be specific
3. Nail the head and Don't move around the buss
4. Make sure your answer is readable, logical and written in command English
5. Use time effectively don't go beyond maximum of 2 hour

II. List of questions for Written Examination

- 1. List the core duties and responsibilities of Project Coordinator (10%)**
2. Discuss the following safeguarding issues (10%)
 - A. Discuss the concept of safeguarding? What does safeguarding entails?
 - B. Discuss critical dimension of safeguarding in relation with mental health affected vulnerable children men and women.



Positive Action for Development

Article 15: Compliance to the terms and conditions of safeguarding policy

The staff in Positive action for development (PAD) needs to be governed to all organizational policy including safeguarding policy. Hence, any act of failure to be governed to the terms of the organizational safeguarding policy is unacceptable.

Article 16: Commitment to unconditionally report and free from any act of abuse exploitation and violence

All staff in PAD should boldly declare clearance from any act of abuse, exploitation and violence that affect organizational staff physically or emotionally. The staffs also likes to declare willingness to unconditionally report any act of abuse exploitation and violence in addition to affirming absolute commitment to be reserved from any act of abuse exploitation and violence that affect organizational staff physically or emotionally.