



Safeguarding Policy¹

Outline Approval by EACP Trustees: 23 May 2019

Reviewed 6 February 2020

Next Review Date: May 2020

Purpose and Scope

The East Africa Children's Project (EACP) is a small charity based in Brighton. It currently has 4 Trustees and a limited number of volunteers who undertake projects for the charity. Currently the EACP is staffed by volunteers and has no paid staff.

The East Africa Children's Project (EACP) supports around 6 schools and organisations in East Africa that come into contact with children and families as part of their activities in education and community support. These organisations are listed at the end of this document. When East Africa organisations receive funding and support from EACP they agree to implement and abide by EACP Safeguarding Policies as a condition for receiving funding and support.

The East Africa Children's Project (EACP) key objectives are:

1. To advance the education of children and adults in East Africa for the benefit of the public through the provision or the assistance in the provision of education and educational materials and vocational training.
2. The relief of poverty and the promotion and preservation of good health of children and adults in East Africa through the provision or the assistance in the provision of projects designed to improve health and welfare

The purpose of this Safeguarding Policy Statement is:

- to protect children and young people from harm
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection and vulnerable adults.

This policy applies to anyone working on behalf of EACP, including trustees, paid staff, volunteers, partner organisations, sessional workers, agency staff and students.

We believe that:

¹ This guidance draws on guidance provided by the Charity Commission (<https://www.gov.uk/government/publications/strategy-for-dealing-with-safeguarding-issues-in-charities>), the National Council for Voluntary Organisations (<https://www.ncvo.org.uk/practical-support/information/safeguarding>), National Society for the Prevention of Cruelty to Children (<https://learning.nspcc.org.uk/safeguarding-child-protection/>), and learning from best practice from both larger organisations (<https://www.build-africa.org/>) and smaller organisations (<https://www.livingstonetanzaniatrust.com/governance>) in the Africa Charity Sector.

- children and young people should never experience abuse of any kind;
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to work and behave in a way that protects them.

We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take;
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse;
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues;
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

As part of its mission the East Africa Children's Project (EACP) is committed to working towards a world where all people and communities have their human rights respected, are treated with respect and dignity and protected from abuse and exploitation. We recognise our duty of care to the beneficiaries of our work and those who come into contact with or are affected by the work of our organisation. We are committed to promoting a safeguarding culture within our organisation and ensuring that people can live and work in a safe and secure environment.

This policy lays out the measures we have put in place to ensure trustees, partners, contractors, employees, volunteers, beneficiaries of our work (particularly children and vulnerable adults) and all those who come into contact with our organisation are protected from abuse and maltreatment and how we respond to concerns. The policy also informs trustees, partners, contractors, employees, and volunteers of their responsibilities in relation to safeguarding.

EACP believes in placing the safety of children and vulnerable adults at the centre of all of our work, in particular ensuring that:

- all of our programmes are actively designed to avoid putting children and adults at risk by means of our presence or programme activities;
- it is made absolutely clear to all of our staff and our partners that EACP does not tolerate abuse, child abuse, exploitation, neglect or violence in any form;
- all children and adults involved with our projects are made aware of their right to protection from abuse and have a safe mechanism through which they can report any abuse;
- all suspicions and allegations of abuse are taken seriously and responded to swiftly and appropriately;
- those who are involved in working with children and vulnerable adults are supported and protected.

Defining Safeguarding

Safeguarding means taking all reasonable steps to prevent harm, including sexual exploitation, abuse and harassment from occurring; to protect people, especially vulnerable adults and children, from that harm; and to respond appropriately when concerns arise or harm does occur. This definition draws from our values and principles and shapes our culture. It pays specific attention to preventing and responding to harm from any potential, actual or attempted abuse of power, trust, or vulnerability, including for sexual purposes.

Safeguarding applies consistently and without exception across our programmes, partners and staff. It requires proactively identifying, preventing and guarding against all risks of harm, exploitation and abuse and having mature, accountable and transparent systems for response, reporting and learning when risks materialise. All systems must be survivor-centred and also protect those accused until proven guilty.

EACP is committed to addressing safeguarding throughout its work, through the three pillars of **prevention, reporting and response**.

EACP Safeguarding Policy Definitions

TERM	DEFINITION
<i>Beneficiaries</i>	are any person or group of people who directly receive goods or services through participation/engagement in one or more of programmes which are delivered by our partners, and supported by EACP.
<i>East Africa (EA) Partners</i>	our long-term partners in East Africa and their employees, and volunteers
<i>UK Partners</i>	UK based/registered organisations with whom we may work
<i>Partners.</i>	All EA and UK Partners
<i>Abuse</i>	is a an act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture. It can take a number of forms, including the following: physical abuse; sexual abuse; sexual exploitation; emotional abuse; bullying; neglect and financial (or material) abuse.
<i>Child abuse</i>	includes abuse, neglect, exploitation and violence towards anyone under 18 years of age. For more information, see EACP Conduct Appendix A.
<i>Child</i>	is any person under the age of 18 (as defined in the United Nations convention on the Rights of a Child).
<i>Vulnerable Adult</i>	<i>is</i> a person aged 18 years or over who may be unable to take full care of themselves or protect themselves from harm or from

	being exploited. This may include a person who has a physical or sensory disability; has a learning disability; has a severe physical illness; is homeless, poor, or in high relative need through circumstances, or elderly and frail.
<i>Survivor:</i>	the person who has been abused or exploited. The term survivor is used in preference to victim recognising the strength, resilience and capacity to survive that those who have lived through abuse and/or exploitation have. However, we recognise survivors own right to define how they wish to identify themselves.
<i>EACP Staff</i>	includes all EACP Trustees, employees, contractors, and volunteers. Volunteers includes individuals or groups of individuals who elect to volunteer with EACP support in East Africa.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from nspcc.org.uk/learning.

Supporting documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents, including:

- Role description for the designated safeguarding officer
- Recognising and Responding to Abuse
- Managing allegations against staff and volunteers
- Recording concerns and information sharing
- Child protection records retention and storage
- Code of Conduct for Staff and Volunteers
- Behaviour codes for children and young people
- Photography and sharing images guidance
- Safer recruitment
- Online safety
- Anti-bullying
- Whistleblowing

Prevention

The East Africa Children's Project and its Partners will seek to keep children and young people safe by:

1. valuing, listening to and respecting them;
2. appointing a nominated lead trustee/board member for safeguarding, child protection for children and young people, and a deputy;
3. adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers;
4. sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions;
5. making sure that children, young people and their families know where to go for help if they have a concern;
6. ensuring we practice safe recruitment by checking the suitability of staff and volunteers to work with and around children and vulnerable people and ensuring all necessary checks are made;
7. covering safeguarding in the induction process for new staff and volunteers;
8. providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently;
9. providing internal refresher safeguarding training for EACP staff every 2 years and external safeguarding training for Designated Safeguarding Leads every 3 years (unless there are changes to either legislation or EACP activities) to ensure EACP staff are equipped to deal with issues if/as they arise;
10. ensuring all EACP Staff, Partners and Volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the Designated Safeguarding Lead;
11. recording, storing and using information professionally and securely, in line with data protection legislation and guidance [for more UK information see: Information Commissioner's Office: ico.org.uk/for-organisations];
12. using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately;
13. using our procedures to manage any allegations against staff and volunteers appropriately;
14. creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise;
15. developing and implementing an effective online safety policy and related procedures;
16. ensuring that we have effective complaints and whistleblowing measures in place;
17. ensuring that we provide a safe physical environment for our children, young people, staff and volunteers;
18. building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns;
19. ensuring sufficient resources (time and money) are allocated to ensure the policy can be effectively implemented;

20. ensuring all EACP staff, trustees, partners and volunteers review and sign the code of conduct;
21. ensuring EACP's Partners adhere to EACP's Safeguarding Policy and Procedures;
22. ensuring there is a Designated Safeguarding Lead for EACP and for each of our Partners;
23. checking that Partners practice safe recruitment by ensuring all their staff are appropriately checked, including Police checks where available, prior to engagement;
24. ensuring EACP staff, trustees, contractors and volunteers know the names of the designated senior person responsible for safeguarding within EACP and any partner organisation;
25. requiring that our Partner organisations ensure that staff, volunteers, children, young people and their families, and beneficiaries know who to contact and know where to go for help.

The East Africa Children's Project expects its trustees, contractors, partners, employees, and volunteers to contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the safeguarding policy.

All employees, trustees, contractors and volunteers will be expected to review and sign the EACP code of conduct.

The East Africa Children's Project will ensure that safe, appropriate and accessible means of reporting safeguarding concerns are made available to individuals and the communities we work with. Staff and volunteers should follow the procedures outlined below and in our *'Procedures for dealing with and recording safeguarding reports'*

Any staff reporting concerns will be protected from any negative repercussions following the Disclosure of Malpractice (Whistleblowing) Policy.

The East Africa Children's Project will also accept complaints from external sources such as members of the public, partners and official bodies.

Our Safeguarding Policy is available on our website providing the public with information about who to contact if they have a safeguarding concern related to the activities of EACP.

How and to whom to report

EACP trustees, partners, employees, contractors and volunteers who have a concern or complaint relating to safeguarding should report it immediately to the appropriate institution Safeguarding Lead. Contact details for the safeguarding leads and alternative contacts are below.

If the staff member/member of the public does not feel comfortable reporting to the Safeguarding Lead (for example if they feel that the report will not be taken seriously or if that person is implicated in the concern) they may report to any other member of the EACP Trustee Board.

Organisation	Safeguarding Lead	Deputy Safeguarding Lead
NSPCC (UK)	Helpline: 0808 800 5000	
East Africa Children's Project	Martin Sadofski EACP Trustee eastafriachildrensproject@gmail.com	Ros Stow EACP Trustee eastafriachildrensproject@gmail.com
Joy Children's Centre Ruiru, Thika, Nairobi Kenya	Sarah Wanjiku Waithaka Director joychome@yahoo.com	Jimnah Mutuota Co-Director Joychildrencentre2004@gmail.com
St Vianney Primary School	William Kizza Head stvianneyjspa@yahoo.com	William Multanti Chair of School Governors stvianneyjspa@yahoo.com
Bulogo Primary School Uganda	Ruth Naigaga Head bulogops@gmail.com	Jude Walubo Chair Development Committee walubo2002@gmail.com
Faith Primary School Uganda	Oundo Hillary Head faithinchristministrie@gmail.com	TBA
HRCO Musoma Tanzania	Stephen Marwa Director pagkamunyongestudentc@yahoo.com	Yohana Yakobo Ndabichunde yohanayakobo@yahoo.com
POPP Charity Dar es salaam	Moses Vincent Director ngungunda@yahoo.com	To be appointed

EACP are committed to annually reviewing our Safeguarding Policy and Practice.

Peter Lagaay (Chair of EACP) has overall responsibility for safeguarding and can be contact through the details below.

Organisation	EACP Chair of Trustees	Assistant to the Chair
East Africa Children's Project	Peter Lagaay EACP Chair of Trustees pieter.lagaay@googlemail.com	Barry Harper Assistant to Peter Lagaay barry.eacp@gmail.com

Date: 06 February 2020

Peter Lagaay EACP Chair of Trustees

EACP SAFEGUARDING POLICY AND CODE OF CONDUCT

PARTNER ORGANISATION DECLARATION STATEMENT

Declaration:

I CONFIRM that I am the Director/Head/Lead person in the organisation below.
I have read and understood the information in the EACP Safeguarding Policy and related safeguarding policies, procedures, guidance and other related documents, and agree that the organisation below follow the policies, procedures and measures set out in the Policy and Codes.

As the Senior Representative of the Organisation below which is a trusted Partner of the East Africa Children’s Project:

I understand that failure to follow the EACP Safeguarding Policy and related Procedures and Codes is a serious breach of the conditions of the agreement to work with and deliver EACP projects and programmes. Failure to comply with the above policies may lead to:

- 1. a major review of the partner organisations procedures and practices;
- 2. a report being sent to relevant authorities;
- 3. possible immediate suspension of all organisation support and funding;
- 4. termination of the organisations relationship with EACP.

Name (type):

Organisation:.....

Date:

I understand that by typing my name above and by emailing this document to EACP from a private, secure, password protected email account that this action is to be treated as if I had personally signed the document.
