AID FOR THE AFRICAN CHILD
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CHILD SAFEGUARDING POLICY

Protecting every child in everything we do

Effective date: 2 February 2024
Applies to: all AFTACH Affiliated Personnel, partners, vendors, sponsors and visitors

Document Information

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Designated Safeguarding Lead	Appointed by the Board of Directors
Applies to	All Affiliated Personnel: Board, staff, volunteers, ambassadors, consultants, partners, vendors, sponsors, donors and visitors
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Legal and policy references	UN Convention on the Rights of the Child (1989); African Charter on the Rights and Welfare of the Child (1990); Constitution of the Republic of Uganda (1995); Children Act of Uganda; Penal Code Act of Uganda; Data Protection and Privacy Act, 2019.
Where to report a concern	aftach.org/child-safeguarding · info@aftach.org · +256 705 630 377 · Sauti 116 (Uganda Child Helpline, free) for a child in danger

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Rationale

1. Aid for the African Child (AFTACH) exists to protect children, to help them learn and to care for them. Every child we work with has the right to live free from abuse, exploitation, neglect and violence. Protecting children is therefore not a side activity of AFTACH. It is the condition on which all of our work depends.
2. Children who take part in our programmes are often already facing poverty, disability, displacement, discrimination or the loss of a parent. These circumstances can increase a child's exposure to harm. At the same time, our work places adults in positions of trust and influence over children and families. Where that trust is misused, the consequences for a child can be severe and lasting.
3. Harm to children can come from inside an organisation as well as from outside it. It can be committed by staff, volunteers, ambassadors, partners, contractors, sponsors, donors, visitors and other people connected with AFTACH, and it can happen in person or online. Organisations that work with children have a duty to prevent this, to recognise it early and to respond to it decisively, whatever the status of the person concerned.
4. This Policy sets out what AFTACH commits to do, what everyone connected with AFTACH must and must not do, and how concerns are raised, assessed, investigated and resolved. It is written to meet the obligations arising from the United Nations Convention on the Rights of the Child, the African Charter on the Rights and Welfare of the Child, and the laws of Uganda and of any other country where AFTACH operates, and to reflect good practice recognised by child protection agencies internationally.

Policy Statements

5. AFTACH has zero tolerance for child abuse, child exploitation, sexual exploitation and abuse, sexual harassment, and any other form of harm to a child, by anyone connected with AFTACH. Zero tolerance means that every concern is taken seriously, every report is assessed, and substantiated misconduct leads to action. It does not mean that people are expected to be perfect. It means that harm will not be ignored, excused or concealed.
6. The best interests of the child are the first consideration in every safeguarding decision. Where the interests of a child conflict with the interests, reputation or convenience of AFTACH or of any individual, the interests of the child prevail.
7. Everyone connected with AFTACH shares responsibility for safeguarding. Safeguarding is not the task of a single officer. The Designated Safeguarding Lead coordinates and advises, the Board oversees, and every adult is expected to act.
8. AFTACH will prevent harm before it happens through safer recruitment, training, supervision, risk assessment, safe programme design and clear standards of behaviour. AFTACH will respond to concerns promptly, confidentially, fairly and with priority given to the safety and

wellbeing of the child or survivor. AFTACH will learn from every incident and near miss, and will review this Policy regularly.

9. Nothing in this Policy replaces the law. Where national law requires that a concern be reported to the police, a local authority or another statutory body, the law applies. Where national law gives a child less protection than this Policy, this Policy applies. Where national law gives a child more protection, the law applies.

Who this Policy applies to

10. This Policy applies to all Affiliated Personnel. Affiliated Personnel means all of the following, whether paid or unpaid, full-time or occasional, in Uganda or elsewhere, and whether the person is working in person or remotely:

    (a) members of the Board of Directors and any committee of AFTACH, and the Founder and Chief Executive Officer;

    (b) employees, consultants, contractors and interns;

    (c) volunteers, including Country Ambassadors, Volunteer Coordinators, Community Liaison Officers, Partnerships and Outreach Officers and any other volunteer role;

    (d) representatives of partner organisations, implementing partners, schools, community groups and vendors while they are carrying out work connected with AFTACH; and

    (e) visitors, donors, sponsors, researchers, journalists, photographers, film-makers and delegations who are given access to AFTACH’s programmes, premises, children or information about children.

11. Everyone in these groups must read this Policy, sign the Declaration of Commitment in Annex C, and comply with it as a condition of working with or for AFTACH. A person who does not agree to comply will not be engaged, and will not be given access to children.

12. AFTACH will make compliance with this Policy, or with standards at least equivalent to it, a written condition of every partnership agreement, grant, service contract, volunteer agreement and sponsorship arrangement. A partner that cannot or will not meet these standards will not be given access to children, and AFTACH will help it to reach them where that is possible.

Where and when this Policy applies

13. This Policy applies at all AFTACH programmes, events, offices, premises and activities, and wherever AFTACH Affiliated Personnel are acting in connection with AFTACH, including travel, accommodation, transport, fundraising events and visits to families. It applies online and offline, including on messaging applications, social media, video calls and any other digital channel.

14. This Policy applies to conduct at any time, including outside working hours, where that conduct involves a child connected with AFTACH, or where it is serious enough to damage the trust that children, families and communities place in AFTACH.

Definition of Safeguarding

15. In this Policy, safeguarding means all of the measures AFTACH takes to ensure that its personnel, operations and programmes do no harm to children, and that any concern about the safety of a child in connection with AFTACH is promptly reported and responded to. It includes preventing harm, reporting and responding to concerns, supporting survivors, and holding people to account.

16. Safeguarding is distinct from, but connected to, wider child protection. Child protection is the broader work of preventing and responding to abuse, neglect, exploitation and violence against children in families and communities, including through AFTACH's own programmes. Where AFTACH learns that a child is at risk from someone who is not connected with AFTACH, it will respond under the Child Protection Referral Procedure in Annex D, so that the child is referred to the proper authorities and services.

17. This Policy applies a wide meaning to "child": every person under the age of 18 years, whatever the age of majority or the age of consent in the country concerned. A belief that a person is 18 or older is not a defence. Where the age of a person is uncertain, they are treated as a child until their age is established.

General Principles

18. AFTACH's approach to safeguarding is guided by the following principles. They inform how this Policy is read, and how decisions are made where this Policy does not give a specific answer.

Rights and the best interests of the child

19. Every child has rights, including the right to protection, to be heard, to education, to health, to play and to participate. AFTACH's work is grounded in these rights. In every decision that affects a child, the child's best interests are a primary consideration, assessed with the child wherever that is safe and appropriate.

Do no harm

20. AFTACH will assess the ways in which its own activities, staff, messages and presence could put children at risk, and will change or stop an activity where the risk to children cannot be managed. A well-meant activity that harms a child is not acceptable.

Dignity and respect

21. Every child and every survivor is to be treated with dignity and respect, in a way that is appropriate to their age, culture, language, gender and ability, and without humiliation, shaming or exploitation of their circumstances.

Non-discrimination and inclusion

22. Every child has the same right to protection regardless of age, sex, gender identity, disability, health status, ethnicity, nationality, religion, language, family circumstances, economic status or any other characteristic. AFTACH recognises that some children face a higher risk of harm and a lower likelihood of being heard, and it will take specific steps to reach and protect them.

Survivor-centred approach

23. When harm has occurred, the survivor's safety, wellbeing, dignity, privacy and wishes come first. The survivor will be informed, supported and treated with respect, and will not be blamed. Decisions will be taken with the survivor wherever this is safe and possible, and with the child's best interests in mind.

Participation

24. Children have a right to be heard on matters that affect them. AFTACH will give children age-appropriate information about their right to be safe, about acceptable and unacceptable behaviour from adults, and about how to raise a concern, and will take what children tell it seriously.

Confidentiality and "need to know"

25. Information about a safeguarding concern is shared only with those who need it in order to protect a child, to investigate, or to meet a legal duty. Confidentiality is never promised in a way that would prevent a child from being protected.

Fairness and due process

26. A person who is the subject of an allegation is entitled to be informed, to be heard and to be treated fairly, and is presumed to have acted properly until a decision has been reached on the evidence. Fair process is never used as a reason to leave a child at risk while an allegation is looked into.

Shared responsibility and accountability

27. Everyone connected with AFTACH has a part to play. Leaders are accountable for the safeguarding culture of the organisation, and are answerable to the Board, to the children and communities AFTACH serves, and to its donors and partners.

Prohibited Conduct

28. Affiliated Personnel must not engage in any of the conduct listed below. It is prohibited regardless of whether it is lawful where it happens, and regardless of whether the child appears to agree. A child's apparent consent is not a defence to any of it.

1. Abusing a child physically, sexually, emotionally or psychologically, or neglecting a child in their care.

2. Engaging in any sexual activity with a child, including sexual contact, grooming, or any behaviour intended to prepare a child for sexual activity, regardless of the local age of consent.

3. Exchanging money, employment, goods, services, gifts, favours or any other form of advantage for sex or for sexual favours with any person, including any exchange of assistance that is due to a person.

4. Engaging in sexual activity with any person who benefits from or takes part in AFTACH's programmes, where there is an imbalance of power. Sexual relationships between Affiliated Personnel and the people AFTACH serves are strongly discouraged because they undermine the credibility and integrity of our work, and are prohibited where one party is a child or the relationship results from a position of power.

5. Sexually harassing any person, including by unwelcome sexual advances, requests for sexual favours, sexual comments, jokes, gestures, messages or images, or by displaying sexual material.

6. Using or viewing child sexual abuse material, or producing, sharing, storing, requesting or distributing any such material, in any form and by any means.

7. Taking, using, storing or publishing a photograph, video, voice recording or story of a child in a way that is exploitative, undignified, demeaning, identifying or without the required consent, or that puts a child at risk.

8. Hitting, beating, shaking, slapping or otherwise using corporal punishment against a child, or humiliating, belittling, threatening, shaming, scapegoating or isolating a child.

9. Using child labour, or involving a child in work that is hazardous, that interferes with their education, or that is harmful to their health or development, or trafficking, recruiting, or transporting a child for exploitation.

10. Spending time alone and unobserved with a child in a private or closed space, or in an arrangement that is not open and transparent, except in a genuine emergency, and then reporting it at once.

11. Taking a child to a private home, a residence or accommodation, or transporting a child alone without written authorisation from AFTACH and the child's parent or carer, except in an emergency.

12. Developing a relationship with a child, or a child's family, that is exclusive, secretive, financially dependent or otherwise inappropriate, including giving a child special gifts, money or favours, or making promises to a child or family in return for secrecy.

13. Communicating privately with a child through personal messaging applications, personal social media accounts, telephone or email, without the authorisation described in the Digital Safeguarding section.

14. Asking a child to keep a secret from their parents, carers or from AFTACH, or telling a child that a matter is a secret between them and an adult.

15. Being under the influence of alcohol or of illegal drugs while responsible for or in contact with children, and using, bringing or supplying alcohol, drugs or weapons in places where children are present.

16. Discriminating against, favouring, or treating a child differently without a justified reason, or using language, gestures or behaviour that is abusive, sexualised, or intended to frighten or to degrade a child.

17. Retaliating against any person who has raised a concern in good faith, or against anyone who has co-operated with a safeguarding inquiry, or attempting to identify an anonymous reporter.

18. Failing to report a safeguarding concern as required by this Policy, or concealing, destroying or tampering with information or evidence about a concern.

19. Knowingly making a false allegation, or deliberately misusing the reporting process. An honest concern that turns out to be mistaken is not a false allegation.

29. The list above is not exhaustive. Conduct that is not listed, but that places a child at risk of harm, or that would damage the trust of children and families in AFTACH, may still be treated as a breach of this Policy.

Expected Safeguarding Practice

All Affiliated Personnel

30. All Affiliated Personnel are expected to: (a) read, understand and sign this Policy and the Code of Conduct before any contact with children, and to renew their commitment each year; (b) treat all children with respect and dignity, to listen to them, and to take what they say seriously; (c) work in the open: where possible, ensure that another adult is present or within sight and hearing during activities with children, and that activities take place in open, visible places; (d) keep to the standards set out in the Code of Conduct, the Digital Safeguarding section and the Image and Communications Guidance; (e) complete the safeguarding induction and any further training required for their role; (f) raise any concern about a child, a colleague, a partner or themselves without delay, in line with the reporting section, and to co-operate with any inquiry; (g) be aware of signs of abuse, neglect, exploitation and distress, and to know the reporting

routes and the local referral contacts; (h) avoid any situation that could place themselves or a child at risk, or could be misunderstood, and to report any unavoidable situation, such as an emergency, as soon as possible; and (i) model positive and non-violent behaviour, and to challenge behaviour by others that falls short of the standard.

Managers and leaders

31. In addition to the duties above, anyone who manages people, programmes, partnerships or places is accountable for safeguarding within the area they lead. They must: (a) make sure that every person they supervise has been recruited safely, has signed the Code of Conduct, has been trained and has access to this Policy; (b) build a culture where concerns are welcomed and acted on, and where no one is afraid to speak up; (c) carry out and keep up to date a safeguarding risk assessment for every programme, event and partnership for which they are responsible; (d) supervise Affiliated Personnel who work with children, and to act on any concern about conduct promptly, whatever the seniority of the person concerned; (e) receive and pass on reports without delay, and never investigate on their own or confront the person concerned before taking advice from the Designated Safeguarding Lead; (f) make sure that partners, contractors and vendors under their management meet the standards in this Policy; and (g) report to the Designated Safeguarding Lead each quarter on safeguarding activity, concerns and training in their area.

Safer Recruitment, Screening and Onboarding

32. AFTACH will take reasonable steps to ensure that people who may harm children do not join or work with it. Recruitment of paid and unpaid personnel, including volunteers and ambassadors, will include: a statement in every advertisement that AFTACH is committed to safeguarding; application asking about previous work with children; at least two references with specific question on suitability to work with children; structured interview including safeguarding questions; verification of identity and, where lawful and available, police clearance or equivalent; a declaration of no relevant convictions or pending investigations; a probationary period; and signature of the Code of Conduct and Declaration of Commitment before any contact with children.

33. AFTACH will not appoint or engage any person who is found to have harmed a child or to have committed sexual exploitation, abuse or harassment, and will not give a reference for any such person that omits this fact where the law permits it to be disclosed.

34. Short-term visitors, donors, journalists and others who are not recruited, but who come into contact with children, will be briefed on the Visitors Protocol in Annex E, will sign the Declaration of Commitment, and will at all times be accompanied by a member of AFTACH personnel who has completed safeguarding training.

Training, Awareness and Supervision

35–39. All Affiliated Personnel will receive safeguarding induction before they have contact with children, and refresher training at least once a year. Anyone with a specific role in safeguarding will receive additional training. AFTACH will keep a training register. Children, parents, carers and community members will be told in clear and age-appropriate language about children's right to be safe and how to raise a concern. Personnel who work with children will receive regular supervision that includes time to discuss concerns, welfare and workload.

Safe Programming and Risk Assessment

40–43. AFTACH will design, run and review its programmes so that they do not put children at risk. Before starting a new programme, activity, event, partnership or fundraising campaign that involves children, AFTACH will carry out a documented safeguarding risk assessment. Programme design will ensure supervised activities, suitable adult-to-child ratios (never lower than two adults), safe premises and transport, accessible reporting routes for every child, careful data handling, and transparent distribution of material help. Where a risk cannot be managed to an acceptable level, the activity will be changed, suspended or cancelled.

Children at Higher Risk

44–47. AFTACH recognises that some children are more likely to be harmed and less likely to be heard, including children with disabilities, children living in poverty or without parental care, children affected by conflict or displacement, girls, and children from minority or marginalised groups. Specific steps will be taken in every risk assessment, reporting routes will be made accessible, and personnel will be trained to recognise the specific risks these children face. Disability will never be treated as a reason to ignore a child's account. Harm is also gendered; programmes will be designed so they do not create new risks.

Digital Safeguarding, Images and Communications

48–54. This Policy applies in full to all online activity. Affiliated Personnel must not contact a child privately through personal accounts or messaging applications. Communication needed for a programme must take place through an AFTACH-approved channel, with parental knowledge and oversight. Photographs, videos or stories of a child may be created or published only with informed written consent, dignity, and without identifying details that would allow a person to find the child. Child sexual abuse material found on AFTACH systems must be reported at once and never opened, copied or deleted by staff. Online sessions with children will use secure platforms, parental permission, and at least two adults present.

Responding to and Reporting Concerns

55–56. Everyone connected with AFTACH has a duty to report, without delay, any concern, suspicion or allegation that a child has been, or is at risk of being, harmed by Affiliated Personnel or in connection with AFTACH's activities. Failure to report is itself a breach of this Policy.

57. A concern may be reported via the safeguarding concern form on aftach.org/child-safeguarding; by email to info@aftach.org (subject "Safeguarding concern"); by telephone on +256 705 630 377; in person to the Designated Safeguarding Lead or any Safeguarding Focal Point; by letter to the Mukono office; or to the Chair of the Board where the concern is about senior leadership. For a child in immediate danger, contact the police and Sauti 116 (free), then inform AFTACH.

58–66. Reports may be made in any language, orally or in writing, and may be anonymous. Immediate danger requires protective action first. When a child discloses, the adult must stay calm, listen, reassure, not investigate or promise secrecy, write down the child's words promptly, and report within 24 hours. Confidentiality is on a need-to-know basis. Retaliation against good-faith reporters is prohibited. Where the law requires reporting to authorities, AFTACH will make that report without delay that compromises a child's safety.

Assessment and Management of Reports

67–70. On receiving a report, the Designated Safeguarding Lead will acknowledge it within one working day, record it, and make an initial assessment. Concerns are classified:

Level	Description	Action
1 Critical	Immediate danger, sexual abuse/exploitation, serious violence, trafficking, CSAM	Immediate protection; report to CEO & Chair within 24h; refer to police; suspend contact with children
2 Serious	Significant emotional abuse, neglect, grooming, serious Code of Conduct breach	Formal inquiry within 3 working days; interim restrictions; report to CEO within 48h
3 Standard	Lower-level breach or unsafe practice that did not cause harm	Managed by line manager with DSL advice; corrective action / retraining; recorded
4 Wellbeing	Welfare concern not involving Affiliated Personnel, or general safeguarding question	Advice and referral under Annex D; recorded and monitored

Investigation

71–75. Allegations are investigated promptly, fairly and impartially, putting the child or survivor first. An investigator with no conflict of interest is appointed. Investigations follow Annex F, gather evidence carefully, interview children only when necessary and with support, and avoid compromising any police investigation. The subject of an allegation is informed (unless this risks a child), given a fair opportunity to respond, and told of the outcome. Decision is on the

balance of probabilities. Aim is completion within 30 working days.

Disciplinary Measures and Remedies

76–80. Where a breach is established, action is proportionate and may include warning, retraining, change of role, removal from contact with children, suspension, termination of engagement, ban from programmes, and referral to the police. Sexual exploitation, abuse or harassment of a child, production/possession of CSAM, serious physical abuse and trafficking are gross misconduct and result in end of engagement and report to the police. Partners and visitors who breach the Policy face suspension or ending of the relationship and possible report to authorities. AFTACH will not give a reference that conceals a substantiated finding, so far as the law allows.

Support to Survivors and to Those Affected

81–85. A child or adult harmed in connection with AFTACH's activities is offered help that meets their needs, whether or not they report or a finding is made. Assistance is based on assessment with the survivor and may include medical care, psychosocial support, safe shelter, legal advice, education support and family support. Help is never made conditional on participating in an investigation. AFTACH also supports those who report, witnesses, and personnel dealing with distressing matters.

Partners, Vendors, Sponsors and Donors

86–92. Before entering an agreement that involves contact with children, AFTACH assesses the partner's safeguarding capacity. Every agreement requires compliance with this Policy (or equivalent standards), 24-hour reporting of concerns, full co-operation with inquiries, and allows AFTACH to suspend or end the agreement for breach. Sponsorship schemes are managed so sponsors have no private contact with children. Visitors are briefed, sign the Declaration, are accompanied at all times, and may not give gifts, take children away, or photograph without permission. Fundraising and storytelling never use exploitative portrayals of children.

Data Protection and Confidentiality of Children's Information

93–96. Personal information about children is handled in line with the Data Protection and Privacy Act, 2019 of Uganda and equivalent laws. Only necessary information is collected, kept securely, and shared only as this Policy or the law allows. Safeguarding case files are kept separately and retained for at least seven years after closure or until the child reaches 25, whichever is later, then destroyed securely.

Emergencies and Fragile Contexts

97–98. Safeguarding standards remain in force in every emergency. When AFTACH plans or joins an emergency response it carries out a rapid safeguarding risk assessment, ensures personnel are briefed and have signed the Code of Conduct, sets up accessible reporting routes from the start, and does not engage unscreened people except under supervision for a short time.

Accountability and Responsibilities

99–101. The Board of Directors approves and reviews the Policy, receives safeguarding reports, and ensures resources. The Founder and CEO is accountable for implementation. The Designated Safeguarding Lead leads day-to-day safeguarding, receives and assesses concerns, manages case files, coordinates training and risk assessment, and reports to the CEO and Board. Safeguarding Focal Points act as first local contacts. Managers apply the Policy in their areas. All Affiliated Personnel follow the Policy, complete training and report concerns. The Designated Safeguarding Lead is appointed by the Board of Directors. A deputy and a Board member with oversight are also appointed. Contact details are published on the AFTACH website. Until appointments are confirmed, the Founder and CEO carries out the functions of the Designated Safeguarding Lead, and the Chair of the Board receives any concern about the CEO.

Monitoring, Learning and Review

102–104. AFTACH checks that this Policy works through annual self-assessment, review of records and training registers, feedback from children and communities, spot checks, and review of serious cases. An external review is commissioned at least every three years. The Policy is reviewed by the Board at least every two years. It is published on the AFTACH website in English and, as resources allow, in local languages, and in a child-friendly version.

Transitional Measures

105–106. This Policy is effective from 2 February 2024. Personnel, volunteers and partners already engaged are required to sign the Declaration of Commitment and complete induction training within 90 days of the effective date. Until they have done so they will not have independent contact with children. Structures required by this Policy (Designated Safeguarding Lead, Focal Points, dedicated reporting channel, training register) will be put in place within the same period. Where a requirement cannot yet be met in full, AFTACH records the gap, puts in place the best available alternative, and sets a date to close it.

Annex A: Definitions

Safeguarding — All the measures that AFTACH takes to make sure that its personnel, operations and programmes do no harm to children and that any concern about the safety of a child is reported and responded to.

Child — Any person under the age of 18 years, whatever the local age of majority or of consent.

Child abuse — Any act or omission that harms a child or places a child at risk of harm, or that violates a child's rights. Includes physical, sexual and emotional abuse, neglect and exploitation.

Sexual exploitation and abuse (SEA) — Sexual exploitation and sexual abuse committed by Affiliated Personnel against anyone, including adults whom AFTACH serves.

Grooming — Behaviour by which a person builds trust with a child, and often with the family, in order to prepare the child for abuse or exploitation.

Child sexual abuse material — Any visual, audio or written representation of a child engaged in, or depicted as engaged in, sexual activity, or of a child's sexual parts for sexual purposes.

Survivor — A person who has experienced abuse, exploitation or harassment. The term is used in preference to "victim", although a person may choose either term.

Affiliated Personnel — All people covered by the Policy, as set out in the section on who the Policy applies to.

Do no harm — The principle that AFTACH's work must not cause or increase harm, directly or indirectly, to any child or community.

Good faith — An honest belief that a concern is true, whether or not it turns out to be.

Retaliation — Any harmful action taken against a person because they reported a concern or took part in an inquiry.

Annex B: Roles and Responsibilities in Detail

The Board of Directors approves and reviews this Policy at least every two years, ensures resources, appoints the Designated Safeguarding Lead and a Board member for oversight, receives the safeguarding report at every meeting, and decides cases involving the CEO or Board members. The Founder and CEO promotes a safeguarding culture, ensures implementation across programmes, includes safeguarding in budgets and appraisals, and takes part in decisions on serious cases. The Designated Safeguarding Lead is the main contact, receives and assesses all concerns within one working day, keeps confidential case files, advises managers, arranges investigations, organises training, keeps the Policy under review, and reports to the CEO and Board. Safeguarding Focal Points are known and approachable locally, receive concerns and pass them within 24 hours, help raise awareness, and never investigate themselves. Country Ambassadors and coordinators ensure volunteers under them are trained and signed, only run approved and risk-assessed activities, and report concerns at once.

Annex C: Declaration of Commitment

To be signed by every person covered by this Policy before they have any contact with children or with information about them.

I have read and understood the AFTACH Child Safeguarding Policy and the Code of Conduct, and I agree to comply with them. I understand that I must treat all children with respect and dignity, that I must not do anything listed as prohibited conduct, and that I must report any safeguarding concern immediately. I confirm that I have not been convicted of, or found responsible for, any offence or misconduct that involves harm to a child, or sexual exploitation, abuse or harassment, and that no investigation or charge of that kind is pending against me. I will tell AFTACH at once if this changes. I agree to AFTACH making the checks described in the Policy. I understand that a breach of this Policy may lead to disciplinary action, to the end of my relationship with AFTACH, and to a report to the police.

Full name: _____ Role and organisation: _____

Country: _____ Signature: _____ Date: _____

Annex D: Child Protection Referral Procedure

For use where AFTACH learns that a child is at risk of harm or has been harmed by a person who is not connected with AFTACH. Step 1: Make sure the child is safe; if in danger contact police and Sauti 116. Step 2: Report to the Designated Safeguarding Lead within 24 hours. Step 3: Assess the concern (safety, needs, wishes). Step 4: Refer to the local statutory service (police Child and Family Protection Unit, District Probation and Social Welfare Officer, or Community Development Officer) and other needed services, with consent where safe and proper, but without delaying where the child is at risk of serious harm. Step 5: Follow up, support the child within the programme, and keep the case open until the child is safe and has the help needed.

Annex E: Visitors Protocol

Visits are agreed in advance; the visitor receives a briefing and signs the Declaration of Commitment. Visitors are accompanied at all times by trained AFTACH personnel, are never left alone with a child, do not take a child away from an activity, do not enter sleeping/washing/changing areas, do not give gifts or money or make promises, photograph or film only with AFTACH permission and in accordance with Image Guidance, do not ask for or exchange personal contact details, and do not contact a child after the visit. Any harm observed or suspected is reported at once. AFTACH may end a visit at any time if this protocol is not followed.

Annex F: Investigation Procedure

Stage	Action	Timeframe
1. Receipt	Concern received, recorded, acknowledged. Initial assessment and classification. Immediate protection and referral.	Within 1 working day
2. Decision to investigate	DSL and decision-maker decide whether inquiry needed, who leads, interim measures. Conflicts of interest checked.	Within 3 working days

3. Terms of reference	Written terms of reference and plan, including support and protection for survivor and witnesses.	Within 5 working days
4. Evidence	Interviews, documents and other evidence. Subject told of allegation and invited to respond. Records preserved.	Within 20 working days
5. Report	Confidential report with findings on balance of probabilities and recommendations.	Within 30 working days
6. Decision	Decision-maker decides outcome and action. Subject and survivor told of outcome.	Within 5 working days of report
7. Action and appeal	Disciplinary action and referrals carried out. Subject may appeal in writing to Chair of Board within 10 working days.	As agreed
8. Lessons	Case reviewed for lessons and for change to Policy and practice. Records closed and retained as set out.	Within 30 days of closure

APPROVAL

AID FOR THE AFRICAN CHILD (AFTACH)

Child Safeguarding Policy

This Child Safeguarding Policy has been reviewed and approved by the following:

- Founder and Chief Executive Officer
- Programmes Manager
- Designated Safeguarding Officer
- Board of Directors

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