



TOGETHER WE MAKE
REPRODUCTIVE CHOICE REAL



Safeguarding Policy

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Purpose

The purpose of this policy is to protect people, particularly children, at risk adults and beneficiaries of assistance, from bullying and harassment and any harm that may be caused due to their coming into contact with **Generation Initiative for Women and Youth Network (GIWYN)**.

This includes harm arising from:

- The conduct of staff or personnel associated with GIWYN
- The design and implementation of GIWYN 's programmes and activities
- Bullying and Harassment

The policy lays out the commitments made by GIWYN and informs staff and associated personnell of board members of their responsibilities in relation to safeguarding. Future revisions to this policy may be made with the authorization of both the Board members and the staff

What is safeguarding?

In Lagos State, Nigeria safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect²

In our sector, we understand it to mean protecting people, including children and at risk adults, from harm that arises from coming into contact with our staff or programs.

Further definitions relating to safeguarding are provided in the glossary below.

Scope

- All staff contracted by GIWYN
- All Board Members
- Associated personnel whilst engaged with work or visits related to GIWYN including but not limited to the following: Board Members, consultants; volunteers; contractors; programme visitors including journalists, celebrities and politicians

Policy Statement

Generation Initiative for Women and Youth Network (GIWYN) believes that everyone

¹ See 'Scope' for definition of associated personnel
² NHS 'What is Safeguarding? Easy Read' 2011

we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. GIWYN will not tolerate abuse and exploitation by staff or associated personnel.

This policy addresses the following areas of safeguarding [as appropriate]: child safeguarding, adult safeguarding, and protection from sexual exploitation and abuse. These key areas of safeguarding may have different policies and procedures associated with them (see Associated Policies in Annex 1).

GIWYN commits to addressing safeguarding throughout its work, through the three pillars :

1. Prevention,
2. Reporting
3. Response.

1. PREVENTION GIWYN responsibilities

GIWYN:

- Ensures all staff have access to, are familiar with, and know their responsibilities within this policy
- Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with [NGO]. This includes the way in which information about individuals in our programmes is gathered and communicated
- Implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel
- Ensure staff receive training on safeguarding at a level commensurate with their role in the organization
- Follow up on reports of safeguarding concerns promptly and according to due process Staff responsibilities

Safeguarding the Child

It is the goal of the Child Protection of Generation Initiative for Women and Youth Network GIWYN to provide a safe environment for the physical and emotional wellbeing of all children participating in GIWYN activities, including participants in any daily or

temporary childcare programs. GIWYN's goal is to inform workers and enforce policies to ensure that all children are safe and well protected while attending scheduled activities.

GIWYN ensures all children associated with the organization are supported to develop in the environment where they feel secure, safe, and are able to meet all their aspirations and develop their potentials for better outcomes for children in 5 key areas:

- Child Protection,
- Child Safety,
- Child Health,
- Child Education,
- Child Welfare

GIWYN staff and associated personnel must not:

- Engage in sexual activity with anyone under the age of 18 which is the age of consent for sex in Nigeria and Lagos, Edo and Imo States including The Federal Capital Territory, Cross River and Ogun States.
- Sexually abuse or exploit children
- Subject a child to physical, emotional or psychological abuse or neglect
- Engage in any commercially exploitative activities with children including child labour or trafficking

Adults and Young People Safeguarding

Vulnerable person/people – for the purposes of this policy, this is an umbrella term which covers young people and vulnerable adults.

- Vulnerable adult - a person, 18 years and above, who by reason of disability, age, gender, social and economic status, or illness, the context they are in, may be unable to take care of or protect him or herself against abuse, harm or exploitation.

- Youth or young people - individuals aged 15 to 25 (15 to 35 in some countries) –GIWYN recognises that this group spans the categories of 'children and 'adults' but regards young people as having particular safeguarding needs and requiring distinct consideration aside from younger children and older adults.

GIWYN staff and associated personnel must not:

- Sexually abuse or exploit at risk adults
- Subject an at risk adult to physical, emotional or psychological abuse, or neglect GIWYN staff and associated personnel must not:
- Exchange money, employment, goods or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries of assistance
- Engage in any sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics

Additionally, **GIWYN** staff and associated personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy
- Report any concerns or suspicions regarding safeguarding violations by an [NGO] staff member or associated personnel to the appropriate staff member

**RISK MANAGEMENT POLICY
AND PROCEDURE GUIDE**

2 REPORTING

GIWYN ensures that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities we work with.

Any staff reporting concerns or complaints through formal whistleblowing channels will be protected by GIWYN's Disclosure of Malpractice in the Workplace (Whistleblowing) Policy.

GIWYN accepts complaints from external sources such as members of the public, partners and official bodies.

1.1 How to report a safeguarding concern

1. GIWYN assigns the safeguarding manager and the safeguarding officer to receive and act upon complaints. The names of the staff are available with all contacts. All complaints are documented in the complaint Register and kept the register of complaints in a safe place.

The whistle-blower program provides individuals with every possible means to report information, ideally through a variety of channels that are easily and cheaply accessible 24 hours a day, 365 days a year (most incoming reports are made during non-business hours). The mechanisms accept tips from employees and outside parties, such as vendors and customers, and provide assurances of anonymity for whistle-blowers

GIWYN does not depend on the reporting mechanism alone, GIWYN integrates the prevention of harm or threats system by analysing information already available to you. For example, information gained through exit interviews or debriefs of people leaving a country office at the end of their contracts. The individual leaving might mention in passing the unusual behaviour of another colleague or express concern for them. To corroborate this concern, an investigation is carried out by researching relevant data or data from a staff survey or feedback that reveals concerns. This desk investigation may then lead to confidential interviews, which in turn might uncover signs of risk – such as possible corruption or abuse – prompting a full investigation.

3 RESPONSE

GIWYN s follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations

GIWYN applies appropriate disciplinary measures to staff found in breach of policy.

GIWYN offers support to survivors of harm caused by staff or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor.

3.1 Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management will be shared on a need to know basis only, and should be kept secure at all times. Possible communication methods include:

- A telephone hotline
- In-person reporting
- Online forms
- A dedicated email address A dedicated fax number
- A dedicated mail address (e.g., P.O. Box)

Telephone and in-person mechanisms involve interactions with whistleblowers and allow for better information gathering, but they raise additional considerations. Specifically, intake operators must be trained to handle sensitive reports and appropriately communicate with whistleblowers – including those who are hesitant, anxious or emotional – to collect sufficient, relevant information.

Annex 1.

Associated policies

- Child Protection
- Code of Conduct
- Complaints Policy
- Risk management
- Whistle blowing
- Procedures for reporting and response to safeguarding concerns
- Procedures for safeguarding in staff recruitment
- Other policies as appropriate

Annex 2

Glossary of Terms

Beneficiary of Assistance

Someone who directly receives goods or services from GIWYN 's program. Note that misuse of power can also apply to the wider community that the GIWYN serves, and also can include exploitation by giving the perception of being in a position of power.

Child

A person below the age of 18

Harm

Psychological, physical and any other infringement of an individual's rights

Psychological harm

Emotional or psychological abuse, including (but not limited to) humiliating and degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation

Protection from Sexual Exploitation and Abuse (PSEA)

The term used by the humanitarian and development community to refer to the prevention of sexual exploitation and abuse of affected populations by staff or associated personnel. The term derives from the United Nations Secretary General's Bulletin on

Safeguarding

Safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect. GIWYN understands it to mean protecting people, including children and at risk adults, from harm that arises from coming into contact with our staff or programmes. One donor definition is as follows: The term means taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse and harassment from occurring; to protect people, especially vulnerable adults and children, from that harm; and to respond appropriately when 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, especially for sexual purposes. Safeguarding applies consistently and without exception across our programs, 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 materialize. Those systems must be survivor-centered and also protect those accused until proven guilty. Safeguarding puts beneficiaries and affected persons at the center of all we do.

Sexual abuse

The term 'sexual abuse' means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Sexual exploitation

The term 'sexual exploitation' means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. This definition includes human trafficking and modern slavery.

Survivor

The person who has been abused or exploited. The term 'survivor' is often used in preference to 'victim' as it implies strength, resilience and the capacity to survive, however it is the individual's choice how they wish to identify themselves.

At risk adult

Sometimes also referred to as vulnerable adult. A person who is or may be in need of care by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

Annex 3

	Standards	Potential; Evidence of Standards Being Met
Prevention	<p>1.1 The organisation has a clear safeguarding policy that seeks to prevent harm to children, young people and vulnerable adults</p> <p>1.2 Policies are publicised to staff, beneficiaries and wider communities</p>	<p>A copy of the policy, signed by the management board</p> <ul style="list-style-type: none"> • For programme or recruitment partners. • Policy or summary may be translated into local languages • Examples of ways the policy has been promoted, including to children, young people, coalition members or other community members as necessary
People	<p>2.1 The organisation places clear responsibilities and expectations on its staff and associates and supports them to understand and act in line with these</p> <p>2.2 Key staff are designated at different levels with clearly defined roles and responsibilities</p>	<p>Clear responsibilities for a Designated Safeguarding Officer at the appropriate level.</p> <p>Job descriptions with clear expectations on those with contact with vulnerable people</p> <ul style="list-style-type: none"> • Job descriptions for GIWYN long-term volunteer include details of any contact • A written code of conduct; evidence of this being shared to staff and volunteers

	Standards	Potential; Evidence of Standards Being Met
People	<p>2.3 There are written guidelines for appropriate and with vulnerable people inappropriate behaviour</p> <p>2.4 There are appropriate learning opportunities to develop and maintain the necessary attitudes, skills and knowledge to keep vulnerable people safe</p> <p>3.2 Safeguarding risks and mitigation strategies are incorporated into existing risk assessment processes at all levels</p>	<ul style="list-style-type: none"> • A copy of training plans, course attendance records and course evaluations. Evidence of induction for GIWYN volunteers to relevant safeguarding issues • Risk assessments include appropriate and relevant risks • Evidence of mitigation strategies implemented • Risk assessments shared with GIWYN • Evidence of safeguarding issues in project proposals, plans, needs
Response	<p>3.3 Safeguarding issues are integrated into volunteers programme design, delivery and evaluation</p> <p>3.4 There are procedures for responding to assessments, etc safeguarding concerns arise</p> <p>4.1 Implementation of safeguarding policies and procedures is monitored</p> <p>4.2 Learning from issues captured and informed future policy and procedure reviews</p> <p>4.3 Policies and procedures reviewed at least every three years</p>	<ul style="list-style-type: none"> • A copy of a concern/allegation management • Copies of reporting to boards, donors, etc • Copies of minutes of meetings to review practice • Incident reports produced • Evidence of review in annual plans / strategies

Signed:

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