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Child Protection and Young Adult at Risk Safeguarding Policy 2024

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1.0 INTRODUCTION

The projects and programmes that ARC implements address both the practical and strategic needs of vulnerable communities and groups. There is potential for abuse to take place in the context of these projects and programmes.

In this regard, ARC shall promote and ensure good practices for staff who directly or indirectly work with:

- a. Children and young people below the age of eighteen years are protected from all forms of abuse, neglect, exploitation, and violence and adhere to the fundamental rights spelled in various instruments.
- b. Vulnerable adults, persons over the age of eighteen years who are unable to take care of or protect themselves against harm or exploitation for whatever reason, require particular protection.
- c. Both children and vulnerable young adults at risk (hereinafter referred to as the “**Vulnerable Persons**”) have rights as individuals and shall be treated with dignity and respect.

The aim of this policy is:

- a) To promote and ensure the safeguarding of children and other vulnerable groups directly served by ARC and its partners.
- b) To ensure that any forms of abuse, neglect, or exploitation of Vulnerable Persons that occur in the context of ARC’s projects and programmes is reported and addressed.

1.1 Scope of this Policy

Action Resort for Change (ARC) acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, and government guidance and complies with best practices. Child Protection draws its context from the existing international, regional, and national instruments and frameworks that support the realization of the rights and welfare of children. More specifically, the Policy draws from the United Nations Universal Declaration of Human Rights (1948), Refugee Convention (1951), ILO Minimum Age Convention number 138 (1973), ILO Convention number 182 (1973), The United Nations Convention on the Rights of the Child (1989), The African Charter on the Rights and the Welfare of the Child (1990), The Hague Convention (1993), Disability Act (2003), The Refugee Act (2006), Sexual offenses Act

(2006), Employment Act (2007), Constitution of Kenya (2010) and The Children Act 2022.

1.1.1 Key pillars of Child Rights as articulated in the (UNCRC), 1989.

a) Survival Rights

All children have a right to be born, nurtured, and to grow in a conducive and secure environment.

b) Development Rights

Development Rights include education, play and leisure, cultural and artistic activities, access to appropriate information, social security, and parental care.

c) Protection Rights

Protection from any harm that may interfere with their growth and development. These include protection against drugs and substance abuse, physical abuse, child labour, child trafficking, child sexual abuse and exploitation, child marriage, child neglect, negative impact of Information Communication Technology (ICT) and Media, retrogressive cultural practices as well as negative influences and harm by caregivers.

d) Participation Rights

Due to socio-cultural influences, children are ignored in key decisions that impinge on their welfare hence, the call to underscore their participation as a right. All children shall participate in all areas relevant to their gender and age. This shall be facilitated through such measures as:

- Provision of appropriate and accurate information at all stages in their growth to enhance their participation regarding the expression of opinion.
- Provision for appropriate forums to promote association and expression of opinion for all categories of children, at all levels, with proper representation by region, age, and gender.
- Popularization of the already existing child participation guidelines to the public.

1.1.2 ARC Responsibilities

a) Members of the Board are responsible for:

- i. Ensuring adequate measures are in place to assess and address safeguarding risks.
- ii. Putting in place adequate safeguarding policies and procedures, including relevant HR matters.
- iii. Making sure policies and procedures are effectively applied in practice and that

mechanisms are in place to assure compliance.

- iv. Ensuring those safeguarding policies, practices, and performance are robustly and regularly reviewed to ensure they are up to date and fit for purpose.
- v. Actively promoting a safe culture and strong awareness of everyone's safeguarding responsibilities.
- vi. Taking steps to help deter and prevent safeguarding issues from occurring.
- vii. Ensuring there are mechanisms in place to promptly identify and act upon emerging safeguarding trends or issues.
- viii. Ensuring that serious incidents are reported to the appropriate authorities.

b) The Safeguarding and Protection Committee as a sub-committee within the board of directors is responsible for:

- i. Ensuring the policy is implemented.
- ii. Discuss safeguarding matters at Safeguarding and Protection Committee meetings at periodic intervals to help ensure progress and address any challenges with implementing the policy and any cases arising.
- iii. Presenting an annual safeguarding report on any instances and action taken/lessons learned to the Board.

c) The Safeguarding Officer is responsible for:

- i. Ensuring awareness raising/training is undertaken for staff and stakeholders.
- ii. Handle safeguarding matters with confidentiality and sensitivity
- iii. Maintain professional boundaries and adhere to ethical standards in all safeguarding activities.
- iv. Compliance and reporting by ensuring the policy and any other relevant documents are implemented.
- v. Periodic monitoring and reviews of safeguarding practices across the organization's programs.
- vi. Support and guidance to staff and stakeholders on safeguarding Matters
- vii. Ensure timely case management is in place to ensure incidents are recorded, processed, and accurate within the framework of protection practices.

d) All Managers are responsible for:

- i. Ensuring all new employees receive policy training as part of their induction.
- ii. Ensuring measures are implemented within their area of responsibility.
- iii. Following up and addressing issues appropriately.

e) HR staff is responsible for:

- i. Implementing the necessary protective procedures when recruiting new staff.
- ii. Documenting who has signed the policy.
- iii. Ensuring that briefing on this policy is built into Induction processes.

f) All staff are responsible for:

- i. Adhering to this policy and the Code of Conduct.
- ii. Reporting concerns using the template shown in the attachment or whistleblowing policy and procedures set out in the Code of Conduct.

A Board shall appoint a member who will be given ARC responsibility for the oversight of all aspects of safety, including whistleblowing of child protection and adults at risk. This will include:

- a. Creating a culture of respect, in which everyone feels safe and able to speak up.
- b. An annual review of safety, with recommendations to the Board.
- c. Receiving regular reports, to ensure this and related policies are being applied consistently.
- d. Providing oversight of any lapses in safeguarding.
- e. And ensuring that any issues are properly investigated and dealt with quickly, fairly, and sensitively, and any reporting to the Police/statutory authorities is carried out.
- f. Leading the organization in a way that makes everyone feel safe and able to speak up.
- g. Ensuring safeguarding risk assessments are carried out and appropriate action taken to minimize these risks, as part of our risk management processes.
- h. Ensuring that all relevant checks are carried out in recruiting staff and volunteers.
- i. Planning programmes/activities to take into account potential safeguarding risks, to ensure these are adequately mitigated.
- j. Ensuring that all appointments that require Directorate Criminal Investigation clearance and safeguarding training are identified.
- k. Ensuring that a central register is maintained and subject to regular monitoring to ensure that staff have certificates of good conduct and DCI clearances and training are kept up-to-date.
- l. Ensuring that safeguarding requirements and responsibilities are reflected in job descriptions, appraisal objectives, and personal development plans, as appropriate.
- m. Listening and engaging, beneficiaries, staff, volunteers, and others and involving them as appropriate.
- n. Responding to any concerns sensitively and acting quickly to address these.

- o. Ensuring that personal data is stored and managed in a safe way that is compliant with data protection regulations, including valid consent to use any imagery or video.

Make staff, interns, volunteers, consultants, and others aware of:

- i. Our safeguarding procedures and their specific safeguarding responsibilities on induction, with regular updates/reminders, as necessary.
- ii. The signs of potential abuse and how to report these.

Everyone. To be aware of our procedures, undertake any necessary training, be aware of the risks and signs of potential abuse, and, if you have concerns, report these immediately.

1.1.3 ARC Safeguarding and Fundraising

We will ensure that:

- a) We comply with the [Code of Fundraising Practice](#), including [fundraising that involves children](#).
- b) Staff, interns, and volunteers are made aware of the ARC Organization Fundraising guidance on [keeping fundraising safe](#) and the guidelines on [vulnerable people and fundraising](#).
- c) Our fundraising material will be accessible, clear, and ethical, including not placing any undue pressure on individuals to donate.
- d) We neither solicit nor accept donations from anyone whom we know or think may not be competent to make their own decisions.
- e) We are sensitive to any particular need that a donor may have that may affect the well-being of children or expose the organization to the safety of beneficiaries.

1.2 ARC Purpose

The purpose of this policy is to:

- a) Help protect people that interact with, or are affected by ARC.
- b) Define the key terms we use when talking about protecting people or safeguarding.
- c) Set out and develop the way ARC manages safeguarding risks.
- d) Set out the specific roles and responsibilities of persons working in and with ARC.
- e) Facilitate the safe management of incidents.
- f) To support a positive and effective internal culture towards safeguarding.

2.0 ARC Child Safeguarding Statement

- a) ARC commits to promoting and protecting the welfare and human rights of people who interact with or are affected by, our work - particularly those at risk of abuse, neglect, or exploitation. We have no tolerance for abuse, neglect, or exploitation. We will take a survivor-centric approach in all that we do.
- b) All ARC staff, volunteers, partners, and third parties share responsibility for protecting everyone from abuse, neglect, or exploitation. Beyond this, particular people have specific responsibilities and must carry out their duties without exception.
- c) ARC has a process for managing incidents that must be followed when one arises.

2.1 ARC Safeguarding Principles

We believe that:

- a) Nobody who is involved in our work should ever experience, commit, or abet abuse, harm, neglect, or exploitation.
- b) We all have a responsibility to promote the welfare of all of our beneficiaries, staff, and volunteers, to keep them safe, and to work in a way that protects them.
- c) We all have a collective responsibility for creating a culture in which our people not only feel safe but are also able to speak up if they have any concerns.
- d) The welfare and interest of children are paramount in all circumstances.
- e) Regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio socio-economic background, all children shall have a positive and enjoyable experience at ARC in a safe, child-friendly, and child-centered environment
- f) All children should be protected from all forms of abuse and exploitation whilst participating in ARC or outside of the activity.
- g) Some children, including those with disability or those from fragile or marginalized communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

2.2 ARC Safeguarding Commitment

As part of our safeguarding policy, we shall:

- a. Adopt safeguarding best practices through progressive policies, procedures, and code of conduct for staff, contractors, and volunteers
- b. Appoint a nominated safeguarding lead for children and young people, a deputy, and a lead trustee/board member for safeguarding
- c. Develop and implement an effective online safety policy and related procedures
- d. Ensure appropriate action is taken in the event of all incidents or concerns to the individuals who raise or disclose the concern

- e. Ensure everyone understands their roles and responsibilities for safeguarding and is provided with appropriate learning opportunities to recognize, identify, and respond to signs of abuse, neglect, and other safeguarding concerns relating to children and young people.
- f. Ensure robust safeguarding arrangements and procedures are in operation
- g. Ensure that confidential, detailed, and accurate records of all safeguarding concerns are maintained and securely stored
- h. Make sure that children, young people, and their parents know where to go for help if they have a concern
- i. Prevent the employment or deployment of unsuitable individuals by recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- j. Promote and prioritize the safety and well-being of all children and young people
- k. Provide effective management for staff and volunteers through supervision, support, training, and quality assurance measures so that all staff and volunteers know about our policies, procedures, and behavior codes and follow them confidently and competently
- l. Record and store information securely, in line with data protection legislation and guidance
- m. Share information about safeguarding and good practice with children and parents/guardians through leaflets, posters, group work, or one on one discussions.
- n. Value, listen to and respect children

2.3 Definitions

Safeguarding - means protecting the welfare and human rights of people who interact with, or are affected by, the ARC Organisation particularly those that might be at risk of abuse, neglect, or exploitation. This refers to any responsibility or measure undertaken to protect a person from harm.

Abuse, neglect, or exploitation - means all forms of physical and mental abuse, exploitation, coercion, or ill-treatment. This might include, for example:

- g) Sexual harassment, bullying, or abuse;
- h) Sexual criminal offenses and serious sexual criminal offenses;
- i) Threats of, or actual violence, verbal, emotional, or social abuse;
- j) Cultural or identity abuse, such as racial, sexual, or gender-based discrimination or hate crime;
- k) Coercion and exploitation;
- l) Abuse of power.

Reasonable grounds to suspect - is a situation where a person has some information that leads them to believe that abuse, neglect, or exploitation has taken place, is taking place, or may take place. It comes with a low burden of proof (in fact, no proof is needed at all), but is based on some information. Questions that may help a person to determine whether they have 'reasonable grounds to suspect' might include:

- a) Could you explain to another person why you suspect something? This helps to make sure that your suspicion is based on information, even if you have no proof.
- b) Would an objective other person, with the same information as you, come to the same conclusion? This helps to make sure that your suspicion is as objective as possible.

A survivor-centric approach - means considering and lawfully prioritizing the needs, rights, and wishes of survivors.

A vulnerable person – refers to a person who is at an increased risk of harm, exploitation, or suffering due to various factors i.e. children, persons with disability, and social and economic stress who are below the age of 24 years.

A child refers to a person below the age of 18 years as per the Children Act 2022

A young adult at risk refers to an individual in the young adult age ranging from 15 to 24 years who is a beneficiary of the ARC programs due to increased susceptibility to negative outcomes namely mental, economic, social, dysfunctional family, and disability.

2.4 Roles and Responsibilities

While the responsibility to protect people is shared by all who work at or with **ARC**, some individuals have specific obligations with which they must comply.

1. The members of the board of **ARC** are responsible for:

- a. Protecting all people that interact with, or are affected by, **ARC**
- b. Ensuring that there are appropriate and effective ways for **ARC** to do this;
- c. Ensuring that **ARC** observes all relevant laws relating to safeguarding;
- d. Ensuring that **ARC** takes a survivor-centric approach.

2. The Chief Executive Officer of **ARC** Shall:

- a. Ensure **ARC** has effective and appropriate ways to manage safeguarding and legal compliance;
- b. Ensure the appointment of a Safeguarding Manager with appropriate skills and competency;
- c. Ensure that, within the charity's approach, reasonable steps are taken to protect people;
- d. Ensure that reports to external parties are made where required.

- a. The Safeguarding Manager of **ARC**
- b. Manage reports of abuse, neglect, or exploitation;
- c. Ensure that all staff, interns, contractors, and volunteers are aware of relevant laws, policies and procedures, and the **ARC** Code of Conduct;
- d. Ensure that all staff, contractors, and volunteers are aware of their obligations to report suspected incidents of abuse, neglect, or exploitation;
- e. Manage reports of abuse, neglect, or exploitation;
- f. Provide support for staff, contractors, and volunteers in undertaking their responsibilities.

3. All staff/ departmental managers of **ARC** shall:

- a. Promote a positive culture towards safeguarding;
- b. Implement this policy in their area of responsibility;
- c. Ensure that the risks of incidents have been considered in their area of responsibility;
- d. Ensure that there are appropriate controls in place to prevent, detect, and respond to incidents;
- e. Facilitate the reporting of any suspected abuse, neglect, or exploitation;
- f. Take a survivor-centric approach to potential incidents and ensure that any incident is dealt with transparently and accountable.

4. All Staff, interns, and Volunteers of **ARC** shall:

- a. Familiarise themselves with the relevant laws, the Code of Conduct, policies and procedures for safeguarding;
- b. Comply with all requirements;
- c. Report any incident to the appropriate authority when it is reasonable to suspect that a person's safety or welfare is at risk
- d. Report any suspicion that a person's safety or welfare may be at risk to the appropriate authority; and
- e. Provide an environment that is supportive of everyone's emotional and physical safety.

5. All partners and contractors of **ARC** must:

- a. Implement the provisions of this policy and **ARC's** procedures in their dealings with **ARC**;
- b. Report any suspicion that an incident may have taken place, is taking place, or could take place.

2.5 Managing to safeguard risk

In managing the risks:

- a. ARC will ensure that it understands and complies with the law in everything it does, in all jurisdictions in which it works.
- b. ARC and its stakeholders will work to prevent, detect, and take action on incidents.
- c. ARC will regularly assess the risks to people in its operations and develop proportionate controls to mitigate those risks.
- d. ARC will put survivors at the heart of its approach to safeguarding
- e. ARC will have up-to-date and documented risk assessment protocols in place
- f. ARC will maintain a register of legal obligations for safeguarding workplace health and safety in all the jurisdictions in which it operates;
- g. ARC will have an action plan that sets out how it will manage safeguarding;
- h. ARC will adhere to this Safeguarding Policy and its Code of Conduct
- i. ARC will conduct due diligence checks of staff, volunteers, and third parties;
- j. ARC will implement policies, procedures, and systems that introduce controls to reduce the likelihood and consequence of incidents;
- k. ARC will conduct awareness-raising for stakeholders on safeguarding risks, expectations, and individual responsibilities
- l. ARC will undertake two reporting processes- the confidential reporting process, and the overt reporting process.
- m. ARC will develop an incident response plan;
- n. ARC will continuously monitor and review the effectiveness and proportionality of its safeguarding approach.

2.6 Managing incidents

- a. Harassment, abuse, neglect, and exploitation are all serious misconduct,
- b. Take disciplinary action against those it believes are responsible, which may include dismissal
- c. Take civil legal action
- d. Report the matter to law enforcement for criminal procedure.

I. Reporting suspected incidents

- a. All staff, volunteers, and third parties must, as soon as practicable, report any suspicion that an incident has taken place, may be taking place, or could take place.
- b. They may do this through direct reporting to any member of the board, The Chief Executive Officer; The Safeguarding officer; Their Manager, or Supervisor.

- c. If a person wants to report confidentially, including with anonymity, they may use the confidential reporting system, which the organization will provide to the public
- d. If a person believes that another person is at risk of immediate harm or the victim of a criminal offense, they must dial 116, 112, 1097.

2. Responding to suspected incidents

All suspected, perceived, potential, or actual incidents will be managed through the incident response plan.

3. External reporting

- a. **ARC** will report any suspicion of a criminal offense to the police or the relevant criminal judicial body;
- b. Meet all Kenyan laws and donor requirements regarding the reporting of incidents of abuse/neglect;

2.7 Privacy and Data Protection

- i. All personal information considered or recorded will respect the privacy of the individuals involved unless there is a risk to someone's safety. ARC will protect personal information.
- ii. **ARC's** Privacy Policy applies.

2.8 Administration of this policy

This Policy will be reviewed every **[Every year but is subject to review by the ARC board]**.

2.8.1 Protecting Vulnerable People

- a. ARC staff, Board members, volunteers, and contractors (referred to as "staff" hereafter) shall adhere to the following principles:
 - i. All Vulnerable Persons have rights as individuals, without discrimination of any kind and irrespective of race, color, sex, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, sexual orientation, birth or other status.
 - ii. All Vulnerable Persons have equal rights to protection from abuse, and exploitation.
 - iii. All Vulnerable Persons shall be encouraged to fulfill their potential and inequalities shall be challenged.
 - iv. The welfare of Vulnerable Persons should be safeguarded and promoted.
 - v. Everybody has a responsibility to support the care and protection of Vulnerable Persons.
 - vi. ARC as an organization has a particular duty of care to Vulnerable Persons with

whom they work and come into contact with and with whom their representatives work.

- vii. If the ARC organization works through partners, they have a responsibility to meet minimum standards of protection for the Vulnerable Persons involved in their partners' programs. i.e. this can be done through ARC and schools
 - viii. Recognition of the importance of working in partnership with Partners in the protection of Vulnerable Persons.
 - ix. Staff will be viewed as representatives of ARC even when not in working hours and their responsibility to act by this policy, therefore, applies at all times.
- b. ARC staff shall strive to make activities safe and caring environment(s) for all people, and in particular Vulnerable Persons.

A Caring Environment is one:

- i. In which the health, safety, and welfare of Vulnerable Persons have been assessed and catered for;
- ii. In which staff are aware of the possibility of abuse and take reasonable measures to prevent that possibility; and
- iii. Where there is a sound and known reporting system for any incident.
- iv. Activities undertaken by ARC shall be planned, organized, and delivered by the principles of this Policy for Safeguarding of Vulnerable Persons.

2.9 Partners / Beneficiaries

ARC will advance the protection of children and vulnerable Persons, where possible, through its relationships with its partners/beneficiaries, taking into account the particularities of the development context in which ARC operates.

ARC expects its partners to pursue their work in the same spirit and create a care platform for Vulnerable Persons. ARC expects partners who work directly with Vulnerable Persons to develop an appropriate environment of conduct that identifies the types of prohibited conduct that would cause abuse to Vulnerable Persons and provides guidance for their staff to avoid any acts of abuse against Vulnerable Persons.

Implement in its template for agreements with partners, consultants, and service providers or grantees to ensure the observance of ARC partners to this Policy for children's protection and Safeguarding of young Vulnerable Persons. Provide relevant guidance to ARC's partners, aimed at the safeguarding of children and young adults at risk.

2.10 PROCEDURE

- a. ARC expects the staff to be alert to signs that may suggest a child or young adult who is at risk of abuse or exploitation. ARC also expects the employees of partners to adopt the same approach.
- b. ARC shall treat any allegation or concern regarding the abuse of a Vulnerable Person seriously. The reporting procedure outlined below shall be followed strictly by ARC staff. In following the reporting procedure, particular care shall be taken about an individual's right to privacy and confidentiality when information is shared with appropriate people in the course of following up an allegation.
- c. To facilitate reporting, ARC has designated a **Safeguarding Officer**, who shall be responsible for ensuring that the Policy for the Safeguarding of Vulnerable Persons is implemented and followed.

The role of the **Safeguarding Officer** is to:

- i. Receive and register reports of abuse of Vulnerable Persons from ARC staff or partners.
 - ii. Collect additional information as appropriate.
 - iii. Assess risk.
 - iv. Consult with ARC's leadership, programme staff, and project managers as appropriate.
 - v. When appropriate, consult with partners, beneficiaries, and community resource persons, and opinion leaders.
 - vi. Make a formal referral if appropriate to the CEO on the emerging child protection concerns.
- d. If any of the following incidents occur, an ARC staff member must make a report to the Safeguarding Officer:
- i. Abuse is observed or suspected.
 - ii. An allegation of abuse is made.
 - iii. A Vulnerable Person discloses abuse.
 - iv. A complaint is made about the possible abuse or exploitation of a child or young adult at risk by an ARC staff member or partner.

Upon receipt of the report, the Safeguarding Officer shall act as appropriate, following the reporting procedure as outlined above.

- e. Where the ARC project includes working directly with vulnerable persons (e.g. children or young adults at risk people taking part in a workshop), a risk assessment must be

carried out in advance and approved by a safeguarding officer. This will include factors such as travel to/from the event; the need for chaperones; safe spaces; access to washrooms and parental consent.

- f. Staff and partners working directly with Vulnerable Persons and, in particular, with children, should assess the possible ways that children come into communication contact with staff, and decide what procedures they need to follow to prevent possible abuse through digital communication such as SMS text, email, internet chatrooms, photo phones, digital cameras, etc. contact with management.

ANNEXES

Annex 1: Child Protection and Safeguarding Consent Form

Participant Information:

- Child's Full Name: _____
- Date of Birth: _____
- Parent/Guardian Name: _____
- Contact Information: _____
- _____

Description of Activity:

I, referred to as Parent/Guardian, give consent for my child, Child's Full Name(s)....., to participate in sponsorship registration; traveling, photography, sports, and training activities organized by ARC Organization Name. These activities may involve travel to various locations for photography sessions, workshops, and training sessions.

Terms of Participation:

1. **Supervision and Safety:** I understand that my child will be under the supervision of responsible adults at all times during these activities. ARC Organization will take all necessary precautions to ensure the safety and well-being of my child.
2. **Photography and Training:** I acknowledge that my child will be participating in photography sessions and training workshops, which may involve handling photography equipment, learning photography techniques, and engaging in outdoor activities.
3. **Transportation:** I authorize ARC Organization to arrange transportation for my child to and from the activity locations. I understand that ARC Organization will ensure safe transportation methods are employed.
4. **Emergency Medical Treatment:** In the event of a medical emergency, I authorize ARC Organization to seek and consent to necessary medical treatment for my child. I will be informed of any medical treatment as soon as possible.
5. **Behavioral Expectations:** I understand that my child is expected to adhere to the behavioral guidelines set forth by the ARC Organization. Any disruptive behaviour may result in the removal of my child from the activity.

Consent:

I have read and understood the terms outlined in this consent form. By signing below, I hereby

give my consent for my child, [Child's Full Name], to participate in traveling photography and training activities organized by ARC Organization.

Parent/Guardian Signature: _____ **Date:** _____

Annex 2: ARC Code of Conduct for staff/ intern/volunteer

1. Introduction

This Code of Conduct outlines the standards of behavior expected of all staff, volunteers, and associates of **ARC** Organization in their interactions with children. The aim is to protect children from harm and to ensure a safe and supportive environment.

2. Scope

This Code of Conduct applies to all employees, volunteers, consultants, and anyone acting on behalf of **ARC** Organization.

3. Principles

- i. **Respect:** Treat all children with respect and dignity.
- ii. **Best Interests of the Child:** Always act in the best interests of the child.
- iii. **Non-Discrimination:** Ensure no child is discriminated against on any grounds including race, gender, religion, or disability.
- iv. **Confidentiality:** Respect the confidentiality of children and their families.

4. Acceptable Behaviour

- Always work openly and transparently.
- Listen to children and value their opinions.
- Be aware of the power dynamics inherent in adult-child relationships and avoid taking advantage of this power.
- Maintain professional boundaries at all times.
- Obtain informed consent from children and their guardians before involving them in any activities or using their images or information.

5. Unacceptable Behaviour

- Do not engage in any form of physical, emotional, or sexual abuse.
- Do not develop physical or sexual relationships with children.
- Do not engage in inappropriate or harmful interactions with children, including but not limited to bullying, harassment, or exploitative behaviour.
- Do not use language or behaviour towards inappropriate children, harassing, abusive, sexually provocative, demeaning, or culturally inappropriate.
- Do not show favouritism or give gifts to individual children.

- Do not take photographs or videos of children without their informed consent and the consent of their guardians.

6. Reporting

- Report any concerns, suspicions, or allegations of child abuse or violations of this Code of Conduct immediately to the designated safeguarding officer.
- Ensure that any child who discloses abuse is taken seriously, and supported and that their disclosure is reported promptly.
- Maintain confidentiality regarding any reported incidents, sharing information only with those who need to know.

7. Monitoring and Enforcement

- All staff, volunteers, and associates must sign this Code of Conduct and agree to adhere to its principles.
- Violations of this Code of Conduct may result in disciplinary action, including termination of employment or association with [Organization Name], and, where applicable, legal action.
- Regular training and refresher courses on the Code of Conduct and child protection policies will be provided.

8. Acknowledgment

I,, acknowledge that I have read, understood, and agree to abide by this Code of Conduct. I understand that any violation of this Code of Conduct may result in disciplinary action.

Signature: _____

Date: _____

Contact Information

For any concerns or to report a violation, please contact:

- **Designated Safeguarding Officer:**
- **Phone number**
- **Email Address**.....

Annex 3: ARC Risks Assessment Checklist tool

ARC recognizes that creating a comprehensive risk assessment checklist for child protection and safeguarding involves considering various factors that could potentially pose a risk to children's safety and well-being. Here's an ARC general checklist template you can use:

1. Physical Safety:

- Are there any physical hazards in the environment that could endanger children? (e.g., sharp objects, exposed electrical outlets)
- Is the space childproofed to prevent accidents and injuries?

2. Supervision:

- Is there adequate adult supervision available for the number and age range of children present?
- Are staff members trained in child supervision and emergency response?

3. Abuse and Neglect:

- Are there procedures in place for recognizing signs of abuse or neglect?
- Are staff members trained in reporting suspicions of abuse or neglect to appropriate authorities?

4. Child-to-Staff Ratio:

- Is the child-to-staff ratio maintained at a safe level to ensure proper supervision and attention for each child?

5. Background Checks:

- Have all staff members undergone background checks and clearance procedures?
- Are there policies in place regarding staff interactions with children, including appropriate boundaries?

6. Access Control:

- Is access to the facility restricted to authorized personnel only?
- Are there procedures for monitoring and controlling who enters and exits the premises?

7. Emergency Procedures:

- Are emergency evacuation plans in place and regularly practiced?
- Are staff members trained in first aid and emergency response protocols?

8. Health and Hygiene:

- Are proper hygiene practices enforced to prevent the spread of illness?
- Is there access to adequate sanitation facilities, including handwashing stations?

9. Safe Transportation:

- Are safety measures in place for transporting children, if applicable? (e.g., car seats, seat belts)
- Are drivers properly licensed and trained in safe driving practices?

10. Communication and Reporting:

- Is there a clear system for communication between staff members, parents/guardians, and relevant authorities?
- Are incidents and concerns documented and reported according to established protocols?

11. Training and Development:

- Do staff members receive regular training on child protection and safeguarding policies and procedures?
- Are there opportunities for ongoing professional development to stay updated on best practices?

12. Cultural Sensitivity:

- Are staff members trained to recognize and respect cultural differences in child-rearing practices and communication styles?

13. Feedback Mechanisms:

- Is there a mechanism for gathering feedback from children, parents/guardians, and staff members regarding safety concerns and improvements?

14. Community Partnerships:

- Are there partnerships with local organizations and agencies that specialize in child protection and welfare to provide additional support and resources?

15. Regular Reviews and Updates:

- Is the risk assessment checklist regularly reviewed and updated to address new risks and improve existing procedures?

Annex 4: ARC Incident Reporting Form: Child Protection and Safeguarding

Date of Incident: [DD/MM/YYYY] **Time of Incident:** [HH AM/PM]

Location of Incident: [Specify location, e.g., facility name, classroom number, outdoor area]

Details of Incident:

- 1. Description of Incident:** [Provide a detailed description of what occurred, including any actions, behaviors, or observations related to child protection and safeguarding concerns.]
- 2. Names and Ages of Children Involved:** [List the names and ages of all children involved in the incident.]
- 3. Names of Staff Members Present:** [List the names of all staff members who were present or involved in responding to the incident.]

4. **Witnesses:** [If there were any witnesses to the incident, list their names and contact information.]
5. **Nature of Concern:** [Select the nature of the concern from the following options:]
 - Physical Abuse
 - Emotional/Psychological Abuse
 - Neglect
 - Sexual Abuse
 - Bullying/Harassment
 - Unsafe Environment
 - Other (Please specify)
6. **Immediate Actions Taken:** [Describe any immediate actions taken to address the incident, including steps taken to ensure the safety and well-being of the children involved.]
7. **Reporting:** [Indicate whether the incident has been reported to the appropriate authorities, such as child protection services, law enforcement, or other relevant agencies.]
8. **Follow-Up Actions Required:** [List any follow-up actions required, such as further investigation, communication with parents/guardians, or staff training.]
9. **Recommendations for Prevention:** [Provide recommendations for preventing similar incidents in the future, including any changes to policies, procedures, or staff training.]

Incident Reported by:

- **Name:**
- **Position/Role:**
- **Contact Information:**

Date Reported:

Annex 5: ARC Staff Safeguarding Form

Staff Member Information:

- **Name:**
- **Position/Role:**
- **Date of Employment:**
- **Contact Information:**
 - Phone:
 - Email:

Training and Certification:

- **Child Protection Training Completed:**
 - Yes
 - No
 - If yes, provide details:
 - Date of Training:
 - Training Provider:
 - Certification/Completion:
 - If no, indicate when training is scheduled:

Responsibilities:

As a staff member of [Organization Name], I understand and acknowledge my responsibilities regarding child safeguarding and protection. These responsibilities include:

1. Maintaining a Safe Environment:

- Ensuring the physical and emotional safety of all children in my care.
- Identifying and addressing any hazards or risks in the environment that could pose a threat to children's well-being.

2. Recognizing Signs of Abuse or Neglect:

- Being vigilant for signs of abuse or neglect, including physical, emotional, or behavioral indicators.
- Reporting any concerns or suspicions of abuse or neglect promptly and following established procedures.

3. Maintaining Professional Boundaries:

- Establishing and maintaining appropriate boundaries with children and avoiding behavior that could be perceived as inappropriate or harmful.

- Refraining from engaging in any form of physical, emotional, or sexual misconduct with children.

4. Confidentiality:

- Respecting the confidentiality of information shared by children and their families, except when disclosure is necessary to protect a child from harm.
- Understanding and adhering to the organization's policies regarding the handling and sharing of sensitive information.

5. Reporting and Documentation:

- Completing incident reports accurately and promptly whenever an incident or concern arises related to child safeguarding.
- Documenting observations, interactions, and any actions taken regarding child safeguarding concerns by organizational protocols.

6. Continuous Learning and Improvement:

- Participating in ongoing training and professional development opportunities related to child safeguarding and protection.
- Reflecting on my practice and seeking support or guidance when needed to enhance my ability to safeguard children effectively.

Signature:

I..... acknowledge that I have read and understand the responsibilities outlined above regarding child safeguarding and protection. I agree to fulfill these responsibilities to the best of my ability and uphold the values and principles of [Organization Name].

• **Staff Member Signature:**

• **Date:**

Annex 6: ARC Child Protection and Safeguarding Policy

I. Introduction

ARC Organization is committed to promoting the welfare and safety of children and young people and protecting them from harm. This Child Protection and Safeguarding Policy outlines our commitment to creating a safe and supportive environment for all children and defines the procedures for safeguarding children from abuse, neglect, and exploitation.

2. Scope

This policy applies to all staff members, volunteers, contractors, and representatives of [Organization Name] who have contact with children as part of their role.

3. Definitions

- **Child:** Any individual under the age of 18 years.
- **Safeguarding:** The process of protecting children from harm and ensuring their well-being.
- **Child Protection:** The measures taken to prevent and respond to abuse, neglect, or exploitation of children.

4. Principles

ARC Organization adheres to the following principles concerning child protection and safeguarding:

- Every child has the right to be protected from harm, abuse, and exploitation.
- The welfare and best interests of the child are paramount in all decisions and actions.
- All children, regardless of their background or circumstances, have the right to be treated with dignity, respect, and compassion.
- Staff members and volunteers have a responsibility to safeguard children and report any concerns or suspicions of abuse or neglect promptly.

5. Responsibilities

- **Board of Directors/Management:** The ARC organization Board of Directors/Management is responsible for ensuring that effective child protection and safeguarding policies and procedures are in place and regularly reviewed and updated.
- **Designated Safeguarding Officer:** ARC Organization appoints a Designated Safeguarding Officer who is responsible for overseeing the implementation of the child protection and safeguarding policy, providing support and guidance to staff members, and coordinating responses to safeguarding concerns.
- **Staff Members/Volunteers:** All staff members and volunteers are responsible for familiarizing themselves with the child protection and safeguarding policy, attending training on safeguarding procedures, and reporting any concerns or suspicions of abuse or neglect to the Designated Safeguarding Officer.

6. Procedures

- **Identification of Concerns:** Any staff member or volunteer who has concerns or suspicions about the welfare or safety of a child must report these concerns to the Designated Safeguarding Officer immediately.
- **Response and Action:** The Designated Safeguarding Officer will assess the reported concerns, take appropriate action to ensure the safety and well-being of the child, and follow established procedures for reporting and investigation.
- **Confidentiality:** Information relating to safeguarding concerns will be handled confidentially and shared only with individuals who have a legitimate need to know, by data protection laws and organizational policies.
- **Support for Staff Members:** ARC Organization Name will provide support and guidance to staff members who report safeguarding concerns and ensure that they are protected from retaliation or victimization.

7. Training and Awareness

All staff members and volunteers will receive training on child protection and safeguarding procedures as part of their induction process and will receive regular updates and refresher training to ensure that they remain informed and competent in safeguarding practices.

8. Review and Monitoring

This policy will be reviewed annually by the Board of Directors/Management to ensure that it remains effective and compliant with relevant legislation and best practices. Any updates or changes to the policy will be communicated to all staff members and volunteers.

9. Implementation

This Child Protection and Safeguarding Policy will be communicated to all staff members, volunteers, contractors, and stakeholders of [Organization Name] and made available on the organization's website and premises.

10. Reporting

Any breaches of this policy or incidents of child safeguarding concerns should be reported to the Designated Safeguarding Officer or relevant authority immediately.

11. Contact Information

For further information or to report a safeguarding concern, please contact:

[Designated Safeguarding Officer Name] [Designated Safeguarding Officer Contact Information]

Annex 7: ARC Child Protection and Partnership Agreement Form

Child's Information:

- **Child's Name:**
- **Date of Birth:**
- **Guardian(s) Name(s):**
- **Contact Information:**
 - Phone:
 - Email:

Organization's Information:

- **Organization Name:**
- **Address:**
- **Contact Information:**
 - Phone:
 - Email:

I. Introduction

This agreement establishes a partnership between ARC Organization and the guardians of the child named above to ensure the safety, well-being, and protection of the child while participating in activities or programs provided by ARC Organization.

2. Commitments

ARC Organization agrees to:

- Provide a safe and supportive environment for the child to participate in activities or programs.
- Implement child protection policies and procedures to safeguard the child from harm, abuse, neglect, or exploitation.
- Ensure that staff members and volunteers receive appropriate training on child protection and are aware of their responsibilities in safeguarding children.
- Respond promptly to any concerns or allegations of abuse, neglect, or exploitation involving the child and take appropriate action to address them.

Guardian(s) agrees to:

- Provide accurate and up-to-date information about the child's health, well-being, and any special needs or considerations.

- Inform ARC Organization of any concerns or issues that may affect the child's participation in activities or programs.
- Support and encourage the child's participation in activities or programs provided by the ARC Organization
- Collaborate with ARC Organization in promoting the safety and welfare of the child and addressing any concerns or incidents that may arise.

3. Communication

ARC Organization and the guardian(s) agree to maintain open and transparent communication regarding the child's participation in activities or programs. This includes:

- Regular updates on the child's progress, behavior, and any significant events or incidents.
- Prompt reporting of any concerns or incidents related to the child's safety, well-being, or protection.
- Collaboration in developing and implementing plans to address any issues or challenges affecting the child's participation.

4. Confidentiality

All information shared between the ARC Organization and the guardian(s) regarding the child's participation in activities or programs will be treated confidentially and used only to ensure the child's safety, well-being, and protection.

5. Review and Amendment

This agreement will be reviewed annually by both parties to ensure that it remains relevant and effective in promoting the safety and welfare of the child. Any amendments or changes to the agreement will be made in writing and agreed upon by both parties.

6. Contact Information

For further information or to report any concerns related to this agreement, please contact:

ARC Organization Contact

Information.....

.....

Guardian(s) Name(s): [Guardian(s)]

Contact Information. :.....

.....

Annex 8: ARC Child Protection and Safeguarding Monitoring and Evaluation Tool

Date of Evaluation: [DD/MM/YYYY]

Evaluator(s): [List names of evaluators]

.....

.....

.....

I. Policy and Procedures

- **Policy Review:**

- Have child protection and safeguarding policies been reviewed and updated within the past year?
- Are policies aligned with current legislation, best practices, and organizational values?

- **Procedures Implementation:**

- Are procedures for reporting, responding to, and managing safeguarding concerns being implemented effectively?
- Are staff members aware of and trained in following these procedures?

2. Staff Training and Awareness

- **Training Completion:**

- What percentage of staff members have completed child protection and safeguarding training?
- Are new staff members provided with training upon induction?

- **Awareness:**

- Are staff members aware of their responsibilities regarding child protection and safeguarding?
- Are there regular reminders and updates on safeguarding practices?

3. Reporting and Response

- **Reporting Mechanisms:**

- Are there clear and accessible mechanisms for reporting safeguarding concerns?
- Are staff members confident in their ability to report concerns without fear of reprisal?

- **Response Time:**

- How quickly are safeguarding concerns addressed and responded to?
- Is there a documented process for managing and escalating safeguarding concerns?

4. Risk Assessment and Management

- **Risk Assessment:**

- Are risk assessments conducted regularly to identify potential hazards and risks to children's safety?
- Are appropriate measures in place to mitigate identified risks?

- **Incident Management:**

- How are incidents related to child protection and safeguarding managed and documented?
- Are lessons learned from incidents used to improve policies and procedures?

5. Partnership and Collaboration

- **Community Partnerships:**

- Are there partnerships with local organizations and agencies involved in child protection and safeguarding?
- How effective are these partnerships in supporting the safety and well-being of children?

- **Parent/Guardian Engagement:**

- How are parents/guardians involved in discussions and decisions related to child protection and safeguarding?
- Are there channels for receiving feedback and addressing concerns raised by parents/guardians?

6. Data and Documentation

- **Data Collection:**

- What data is collected related to child protection and safeguarding incidents, concerns, and outcomes?
- Is data collected consistently and accurately across all relevant areas?

- **Documentation:**

- Are records of safeguarding incidents and actions taken properly documented and maintained?
- Are there procedures for protecting the confidentiality of sensitive information?

7. Continuous Improvement

- **Evaluation Feedback:**

- How are findings from monitoring and evaluation activities communicated and acted upon?
- Are there mechanisms for soliciting feedback from staff members, children, and other stakeholders?
- **Policy and Procedure Updates:**
 - How often are child protection and safeguarding policies and procedures reviewed and updated based on evaluation findings and feedback?
 - Are changes communicated effectively to relevant stakeholders?

8. Overall Effectiveness

- **Effectiveness Rating:**
 - On a scale of 1 to 5, how would you rate the overall effectiveness of child protection and safeguarding measures within the ARC organization?
 - What factors contribute to this rating, and what areas need improvement?

Recommendations for Improvement:

Please list specific recommendations for improving child protection and safeguarding practices based on evaluation findings.