



Young Women's Leadership Institute



Young Women's Leadership Institute

Safeguarding & Wellness Policy



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This safeguarding policy should be read and aligned with all the YWLI policies.

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Preface

In crafting this Safeguarding and Wellness Policy, YWLI embarked on a commitment to prioritize the well-being, safety and security of every individual within our community.

This document demonstrates YWLI's unwavering dedication to ensuring an environment that nurtures, protects, and empowers each member, irrespective of age, background, identity or role.

The essence of this policy lies in our collective responsibility to create brave and safer spaces, one where everyone can thrive physically, emotionally, and socially. As we navigate the complexities of our dynamic world, we recognize the imperative to establish a robust framework that not only responds to immediate concerns but also anticipates and mitigates potential risks.

Safeguarding is not merely a legal requirement; it is an ethical imperative that promotes our shared values. Through this policy, we aim to instill a culture of vigilance, empathy, kindness, siblinghood and proactive intervention. Our commitment extends beyond compliance; it encompasses a genuine dedication to promoting a culture of respect, dignity, and support for all YWLI members.

Wellness is an integral component of our policy, signifying our dedication to the holistic health of our community members. Beyond the absence of harm, we aspire to create an environment that promotes physical, mental, and emotional well-being. By offering resources, education, and a supportive network, we strive to cultivate a culture where individuals are empowered to prioritize their health and the health of those around them.

In developing this policy, we have drawn upon the expertise of various stakeholders, including feminist activists, Human Rights Defenders, Sex workers, Women with Disabilities, Healthcare professionals, Queer Human Rights defenders and community members with guidance from a powerful feminist through Empresario Consulting Limited. The result is an inclusive and comprehensive framework that reflects the evolving nature of our community and the broader society.

As we embark on this journey, we recognize that safeguarding and wellness are not isolated concepts but interconnected pillars that sustain a thriving community. We invite every member to actively engage with this policy, contribute to its evolution, and uphold its principles in their daily interactions – even as we purpose to develop an audio version of the policy.

This Policy will be subject to amendment by YWLI board of Trustees with input from the Safeguarding every three years.



Shyleen Momanyi
Executive Director

1.0 Introduction

Young Women's Leadership Institute recognizes the potential for abuse within work environments, relationships and society at large, and that vulnerable people such as children, women, persons with disabilities, sexual and gender minorities are much at risk. This policy is a testament to YWLI's commitment to prevention and response to all forms of violence that may occur or threaten the realization of its goals and vision.

This policy applies to all board members, staff, interns, volunteers, beneficiaries, suppliers and allies of YWLI. It stipulates systems and procedures that YWLI has put in place to identify, prevent, assess, support any person or group of persons who may be suffering from violence or be at risk of any form of violence, and empower all personnel, including staff, volunteers, and partners on the need for safeguarding and wellness.

Notwithstanding the goal of promoting women's rights and gender equality, YWLI recognizes the possibility that breaches of safeguarding can happen. Thus, the policy aims to raise awareness of all constituents of YWLI, of their responsibilities in identifying and reporting possible cases of abuse or of instances where a child, young person, woman or person with disability is thought to be at risk of violence. The policy also aims to ensure that there are structured procedures within the organization which are understood and followed by all staff and all personnel, including staff, volunteers, and partners.

This policy is to be shared together with contracts of employment to all newly appointed staff and suppliers who are required to confirm that they have read and understood it. It will form part of the staff orientation at induction or contracting. The policy requires that staff receive refresher training at least every year and are alerted, by email, to periodic



revisions to the policy and procedures and to any updates or changes within the organization's work environment.

1.1 The Aim of Safeguarding

Safeguarding entails protecting a person's right to live in a safe environment, free from abuse and every form of violence. Children and women are especially at risk and require the most attention for safeguarding.

Safeguarding aims to:

- a. Proclaim YWLI's expectations of all who work for and with them.
- b. Raise awareness for staff and

constituents to play their part in preventing, detecting and responding to issues of abuse and harm.

- c. Promote rights of individuals, especially the most vulnerable as a means of preventing any form of harm or abuse.
- d. Provide mechanisms and roadmap for prevention, identification and response to personal or group threats and harm that could come about as a result of YWLI's work or to YWLI's personnel, including staff, volunteers, and partners.
- e. Provide YWLI with a basis for decision making and action with respect to safeguarding and wellness concerns.

1.2 YWLI's Safeguard Policy Statement

YWLI's approach to safeguarding and wellness is centered on the principle of zero tolerance to violence and the need to prioritize the security and welfare of vulnerable persons especially children, PWDs, women, sexual and gender minorities and women human rights defenders. For YWLI, safeguarding is the responsibility of all its personnel, including staff, volunteers, and partners. It is therefore the responsibility of all representatives of YWLI to raise any concerns they have or those which are reported to them according to this policy and not to decide for themselves whether or an abuse has occurred. With this policy therefore, YWLI aims to establish protocols to ensure that power is not exploited and people's vulnerabilities are not abused either within the internal or external work environments.

1.3 Scope of Application

This policy applies to:

- a. **YWLI Employees:** include all employees of any YWLI entity;
- b. **Related Personnel:** includes YWLI board members, YWLI Members, Volunteers, Interns, Visitors, Consultants and Service Providers (both short-term and long-term). This includes non-YWLI entities and their employees and individuals who have entered into partnership, co-grant or sub-recipient agreements with YWLI, as well as community volunteers, mobilisers and incentive workers.
- c. Donors and their representatives
- d. Members of the Community within which the YWLI operate.

The policy applies both during, and outside, normal work hours, and during the periods of leave, with no exceptions. Actions taken by YWLI employees and related personnel outside of working hours that are seen to contradict this policy will be seen as a violation of this policy.

1.4 YWLI Safeguarding Principles

YWLI's vision of nurturing the leadership of young women and girls in their diversity requires transformative feminist leaders: leaders who enable others to lead, building power with them instead of over them and eliminating gender and power stratifications.

The following 5 principles underpin YWLI's belief and approach to safeguarding:

1. **Siblinghood:** All YWLI personnel, including staff, volunteers, and partners must be aware of the need to encourage opportunities for women and girls in their diversity to bond based on shared strength and resources and open spaces for members' reflections and bonding.
2. **Transparency:** All YWLI personnel, including staff, volunteers, and partners must be aware that safeguarding incidents can happen anywhere and at any time, and that they are required to be alert to any possible concerns and report any appearance of such incidents immediately.
3. **Raising concerns:** All YWLI personnel, including staff, volunteers, and partners should feel able to raise concerns about unsafe practices and about potential failures in the

safeguarding system or processes, and that such concerns will be taken seriously by the organization's leadership. Persons who provide information about unsafe practices, violence and abuse must be protected by the management of YWLI.

4. **Confidentiality:** Confidentiality must be maintained throughout the complaints process by all representative or all personnel, including staff, volunteers, and partners and witnesses. Where an individual's safety is at stake, confidentiality cannot and must not be promised. Confidentiality is always qualified and never absolute when an individual is at risk of abuse. In this context, it means 'not holding information which should be shared, and not sharing information that should not be shared'.
5. **Empowerment:** the vulnerable, especially women, must be empowered to voice out acts of violence and abuse against them. They must be informed and empowered to identify and speak to the appropriate forum on any appearances of violence that have the potency to disrupt their safety.
6. **Accountability:** this requires that all YWLI personnel, including staff, volunteers, and partners appreciate that safeguarding is everybody's business, and different people know what to do to keep the vulnerable safe at all times.
7. **Urgency:** Issues of abuse must be dealt with very promptly: delay may be prejudicial to the victim's safety.

Make peace with
mind, it's your
best ally.

- Anonymous.



2.0 YWLI's Safeguarding Protocols

Safeguarding protocols include steps and procedures that YWLI has adopted to ensure safeguarding within its internal and external work environment: Awareness, Prevention; Recognizing; Reporting; and Responding.

2.1 Prevention

To mitigate abuse and promote of wellness among its stakeholder YWLI commits to ensuring that:

- a. All personnel, including staff, volunteers, and partners of YWLI must be sensitized on the risks of abuse and violence including physical, sexual, emotional and discriminatory abuse. This form of sensitization must be given to staff during YWLI's monthly staff meetings to ensure that staff, volunteers and interns are sufficiently aware of such risks and their appearances. Beneficiaries must be sensitized during all activity implementations. This sensitization must include potentially vulnerable groups such as women, children, adolescent girls, persons with disabilities, certain religious, ethnic, economic or social groupings. The risks that women face or are likely to face must especially be highlighted as women empowerment is the focus of YWLI. There should equally be half-year meetings with an external expert to speak with YWLI's constituents on safeguarding and related issues. Everyone associated, working, engaged and partnering with YWLI must read this Safeguarding Policy and be given opportunities to ask questions and receive adequate responses about the measures outlined in this document. Particular attention should be given to the Code of Conduct (Appendix III) stating what is to be considered appropriate and inappropriate behaviour for YWLI.

- b. YWLI Human Resource Policy shall provide for safe recruitment as a means of preventing any form of abuse. YWLI is aware of the importance of careful screening of new team members and associated individuals to avoid the risk of maltreatment of anyone, in particular children and adults in vulnerable circumstances. YWLI will undertake to do background inquiry of all personnel, including staff, volunteers, and partners as a going concern. There shall not be volunteering opportunities for any person with convictions for sexual offences or any form of vulnerable abuse. During recruitment, YWLI will carry out due diligence with other institutions and referees to qualify suitability of applicants with no known record of abuse against children, women or other vulnerable persons.
- c. During the development any form of partnership agreement between YWLI and its partners, YWLI will share their Safeguarding Policy and Code of Conduct that informs their work and interactions with children and adults in vulnerable circumstances. Other partners' Safeguarding policies should adhere to best practices and be in conformity with YWLI's Safeguarding and Wellness Policy. Partners will be free to adopt YWLI Safeguarding and Wellness Policy. If a team member or associated individual of a partner organization is found to have committed abuse, YWLI will be guided by the Safeguarding and Wellness Policy on whether to terminate the relationship with the organization. This will be based upon both the partner organization's response and its expected ability to prevent such future abuses.
- d. On occasion YWLI commissions external contractors (individuals, companies, or non-governmental organizations) to undertake work on its behalf. This may include researchers, suppliers, vendors,

interpreters, journalists, photographers, and other types of technical consultants. YWLI's Safeguarding Policy extends to all external contractors, and we set clear requirements to ensure practices reflect our safeguarding procedures and prioritize the well-being of program participants, communities, team members and other associated individuals whom contractors / suppliers may encounter.

These requirements are:

- All contracts contain a clause requiring adherence to YWLI's Safeguarding and Wellness Policy and Code of Conduct (Refer to Appendix III). Failure to comply could result in a termination of the contract and may affect the payment of agreed fees;
- Where external contractors are expected to travel or have direct contact with program participants and communities, additional pre-departure safeguards must be undertaken prior to travel and YWLI staff must ensure any relevant monitoring measures are put in place to ensure program participants are kept safe from harm.

2.2 Recognizing Abuse

YWLI understands that it may be difficult to assess whether anyone (children or adults in vulnerable circumstances included) is being abused. Beyond obvious indications such as marks of physical abuse, other signs may include: anxiety, reduction of contact with others, reduced self-esteem, aggressive behaviour, self-damaging behaviour or activities, and intellectual impairment. It is also necessary to recognize that some people may be at relatively more risk, such as children and adults with disabilities, individuals subject to power differences and individuals from minority ethnic, LGBTIQ+ or marginalized communities.

There are some clear signs, which immediately obligate you to report, using the organizational reporting channels and/or local authorities, potential abuse:

- a. Physical marks or symptoms of abuse.
- b. A child or adult's own disclosure to someone.
- c. Word of mouth evidence that is overheard or directly provided.

2.3 Reporting

All YWLI personnel, including staff, volunteers, and partners must acknowledge that they have an obligation to report any occurrences or appearances of abuse (suspected or actual). Staff, interns and volunteers will periodically be reminded of this responsibility through YWLI's monthly review meetings. Any occurrence, allegations or suspicion of abuse must be reported to the Safeguarding Focal Point, who will be appointed by YWLI, and directed to the Executive Director in the case of internal occurrences while external occurrences or those that link YWLI staff and their partners or beneficiaries can be reported to any Safeguarding Committee member or through the channels provided for under Section (3.1) of this policy.

2.3.1 Procedure for YWLI Staff

This can be done verbally or by email to the designated Safeguarding Focal Point within 24 hours, alternatively you can report directly to the Executive Director, or to safeguardingandwellness@ywli.or.ke.

2.3.2 Procedure for YWLI Partners

In the first instance, partners should follow safeguarding reporting mechanisms as outlined in their individual policies. However, should the concern be in relation to a YWLI program or event, partners should immediately report any credible suspicion of, or actual incidents of abuse and exploitation to YWLI Safeguarding Focal Point.

Special consideration must be given to the following concerns, which must be reported to YWLI immediately:

- a. Any concerns about or reports of inappropriate behaviour or abuse/ harassment by YWLI personnel, including staff, volunteers and partners.
- b. Individual reports of sexual exploitation and abuse of adults in program locations / events /

community by YWLI personnel, including staff, volunteers and partners.

- c. Individual reports of all forms of abuse/exploitation of children in program locations / events / community by YWLI personnel, including staff, volunteers and partners.

All other concerns that do not fall into this category are still required to be reported to YWLI via:

- Communication with YWLI Safeguarding Focal Point on email or during office and community visits, as well as through periodic reporting. YWLI will follow up with safeguarding reports and concerns according to policy, procedure, and legal and statutory obligations. Confidentiality shall be maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management shall be shared on a need-to-know basis only and always kept secure and confidential. YWLI's safeguarding framework aims to be survivor-focused, and will offer support to survivors of harm caused by team members or other associated individuals or activity.

2.4 Responding

Acts of violence and abuse as well as their appearances that are reported shall be investigated by YWLI Safeguarding Focal Point within 24 hours and the requisite actions taken immediately to the offender and complainant supported. In the meantime, the name of the reporter, where different from the survivor shall be held confidential. Where the survivor is the reporter, the person shall be provided with the necessary security and assistance to avoid victimization. Where the offence requires external action, it will be transferred to the police or requisite agency within 48 hours. During this period, the survivor shall be offered every form of security and assistance as may be required by the circumstances.

If information is received from an individual who is concerned about possible abuse of anyone in relation to an associated individual or activity of YWLI, the following must be taken: (This is especially crucial if

it is a child that is divulging personal information to you):

- a. Listen and allow the child, or adult to explain the situation in his or her own words;
- b. Reassure the individual that they have not done anything wrong;
- c. Maintain a positive and supportive attitude;
- d. Provide the individual with information on what is likely to happen next;
- e. Do not promise secrecy, instead inform the individual that you will need to tell someone who can help (need to know principle). You must not promise anyone who has provided you with information about abuse that you will keep the information secret. Rather, you must discuss the Safeguarding Policy process and safeguards with the individual and listen to the individual's concerns. You should only reveal the concern or report of abuse to the appropriate person as described in the reporting process outlined in this document (Section 2.3.1 and 2.3.2). The disclosure should otherwise be treated as strictly confidential. This is a vital component of the process;
- f. Do not ask leading or detailed questions at this time;
- g. If the concern relates to internal allegations of harassment or bullying within YWLI, please follow the procedures outlined in the YWLI Human Resource Policy.

The process for recording concerns or cases of potential abuse for YWLI associated individuals, is:

- a. Fill in YWLI Safeguarding Cause for Concern Report Form (Appendix VI). Write down in detail what you observed and any related conversations that you have had.
- b. Report the case to the Safeguarding Focal Point or the Executive Director within 24 hours. The report could also be made by email (anonymous or not) at safeguardingandwellness@ywli.or.ke. If you are not the person that had the initial suspicion, but rather, someone confided in you, you are still required to report the concern to the Safeguarding Focal Point.
- c. Avoiding any delay, the Safeguarding Focal Point should immediately inform the Executive Director. In the case of serious incidents, the Executive Director

will also inform the Board Focal Point about the concern. A serious incident is defined as an incident that causes significant harm.

- d. The Safeguarding Focal Point will maintain full records of these conversations. Information will only be passed to those people on a need-to-know basis and as described in this procedure. Extreme vigilance must be exercised in protecting confidential information.
- e. YWLI will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations, including recommending if any onward referrals need to be made.
- f. All YWLI members and other associated individuals have a duty and right to report suspected or witnessed incidents of abuse. It is the responsibility of all associated individuals of YWLI to raise any safeguarding concerns. You do not have to decide whether abuse, harassment or exploitation has occurred. Failing to report concerns can result in disciplinary action or breach of contract. Anonymous reporting is also allowed via email.

2.4.1 Responding to reports made

Within 24 hours an acknowledgment should be made to let the reporter know the matter has been received and will receive immediate attention and urgency. There may be need to seek further clarification to understand the risks if any and to help in determining the immediate action to be undertaken. This can be done in consultation with the YWLI Executive Director especially where the reporter may face the possible of further harm.

All reported incidents will be reported to the Safeguarding Committee and should be finalized within 30 calendar days with regular communication to keep everyone informed within boundaries of confidentiality.

2.4.2 Investigation

A plan, timeframe and methodology for the investigation will be developed by the safeguarding policy officer who will share with the CEO for approval

All those who will be involved in the evidence collection will be communicated to and appointments made with utmost consideration for

privacy and confidentiality. Everyone should be given an equal opportunity to be heard and there should be fairness and due process always followed.

An analysis of the findings will be made and an objective conclusion arrived and shared, through email and by way of courier.

2.4.3 Escalation

Where the violation is considered complex or sensitive, the safeguarding focal point will inform the CEO immediate and follow established procedures for reporting these, this will include consulting a legal counsel

2.5 Disciplinary Action

If it is determined by YWLI that a team member has breached the Safeguarding Policy, action will be taken in accordance with YWLI's disciplinary procedures as outlined in the YWLI Human Resource Policy. In deciding about whether and what form to take disciplinary action, the following factors must be considered:

- a. The nature of the policy breach;
- b. The intent of the individual charged;
- c. The impact on the victim and potential ramifications;
- d. The context and nature of the abuse;
- e. The kind of harm to anyone (child and adult in vulnerable circumstances);
- f. Other factors as deemed relevant. Disciplinary action may result in termination of the relationship between YWLI and the individual(s) whether through formal dismissal, termination of contract or otherwise. YWLI may also determine that the case is such that criminal prosecution should be sought against the individual(s) and the appropriate external authorities will be informed. Action taken against partner workers, will be determined by the respective partner organisations through their internal measures and procedures.

2.6 Safeguarding in Media, Communications and Photography

The use of sounds, images, and program participant-related data. YWLI has clear guidelines for safeguarding program participants in

our media, communications, and photography. The best interests of program participants are prioritized over opportunities for increased funding, positive public profile, and advocacy. When recording, photographing, or filming a program participant for work-related purposes or using survivor-related data, team members and associated persons should adhere to the following codes of practice:

- a. To undertake informed consent procedures to ensure that our contributors fully understand the implications and outcomes of their contribution and are enabled freely to give (or withhold) their consent.
- b. Before recording, photographing, or filming a person, assess and endeavor to comply with local traditions or restrictions for reproducing personal images.
- c. Before recording, photographing, or filming anyone, all effort must be made to obtain written or in some cases verbal consent from those featured. In some instances, such as with group photos, it may be sufficient to obtain verbal consent from the group and the written consent of the community leader. Prior to use of images or stories, ensure that there would be no repercussions when the individual is featured publicly.
- d. Refrain from photographing program participants or using their photographs in program or promotional materials without following the Safeguarding Policy.
- e. Ensure recordings, photographs, films, videos, and DVDs present people in a dignified and respectful manner and not in a vulnerable or submissive manner. Contributors should be adequately clothed and not in poses that could be seen as sexually suggestive.
- f. Ensure recording and images are honest representations of the context and the facts.
- g. Ensure file labels do not reveal identifying information about a program participant or a community member when sending images electronically.
- h. Ensure data and images are securely stored, as outlined in the YWLI Human Resource Policy.
- i. Respect a person's decision to refuse to be interviewed or photographed.
- j. Avoid negative, degrading, or stigmatizing images of

participants and communities, avoiding perpetuating negative stereotypes.

- k. Adhere to the 'do no harm' principle when gathering and using images and stories and sharing data.
- l. Use only social media platforms sanctioned by YWLI and refrain from private use of program participants or communities (children and adults in vulnerable circumstances included) images or posting them on personal social media;
- m. Always ensure that informed written consent or sometimes verbal was obtained before publishing any photos, videos, or personal information;
- n. Consent is given to 'YWLI' as an organisation and not to the individual for personal use;
- o. Usage of YWLI's official social media channels is restricted to the Communications Team.

2.6.1 Personal social media accounts

- a. If you wish to promote the work of YWLI, team members and other associated individuals are encouraged to share information that has been posted on YWLI website or social media platforms by sharing/re-tweeting information on their personal social media accounts;
- b. Always think twice about what you post/share and what implications this may have for YWLI;
 - i. Never upload or post any racist, defamatory, sexist, obscene, or abusive content;
 - ii. Always inform the Safeguarding Focal Point if you observe or read content from YWLI associated individuals which is in breach of YWLI's guidelines and the Safeguarding and Wellness Policy.
- c. Prior internal consent should be sought for a staff or YWLI associate to photograph or film anyone on personal devices for work/program or personal purposes, in which case one must:
 - i. Obtain a written consent from the YWLI officer in charge of communication and from the person or a child and a parent/guardian of the child. As part of this, explanation should be provided on how and where the photograph or film will be used.
 - ii. Ensure photographs or films present anyone in a dignified

and respectful manner, not in a vulnerable or submissive manner.

- iii. Ensure images are honest representations of the context and the facts.
- iv. Not post images or details of anyone associated with YWLI's work on personal social media sites unless verbal or written consent from the person is obtained.
- v. Only use the photograph/video for the circumstances agreed upon. As a person engaged or associated with YWLI, use common sense and avoid actions or behaviours that could be construed as abuse when engaging in activities or visiting projects of YWLI or partners/grantees. YWLI does not intend to dictate how staff conduct their personal lives. However unlawful or other behaviours outlined within the Code of Conduct by YWLI associated individuals which may bring YWLI's reputation into disrepute, or which may jeopardise its position, or the security of YWLI and its team members -whether conducted during or after office hours- will be considered as noncompliance of this Code and will be subject to performance management and or disciplinary procedure.

2.6.2 Partners' use of social media

- a. Where a partner organisation has posted images or stories about YWLI program participants or community members that make them identifiable and may put them at risk, discuss this with the partner organisation as soon as possible and agree a way forward that prioritises the safety of everyone (children and adults in vulnerable conditions included);
- b. Always inform the Safeguarding Focal Point if you observe or read content from YWLI partners (especially in relation to supported programs) which breaches the Safeguarding Policy.

2.7 Safeguarding and Events Management

YWLI has safeguarding measures in place to promote the safety, protection, and well-being of anyone

attending its events and public-facing activities. YWLI events support the organisation's fundraising and relationship-building efforts, as well as program and research work. Types of events vary, but often they consist of teambuilding sessions, fundraising receptions and dinners, panel discussions and technical workshops, and donor field trips.

Where any kind of YWLI event involves children and/or adult survivors please refer to the checklist at (Appendix 3 (6) and Appendix 6(b)).

2.8 Framework for Safeguarding Implementation and Oversight

Implementing the procedures included in this policy requires commitment and oversight at every level of the organisation. The responsibility of implementing and upholding the safeguarding policy will be housed at different levels:

1. **The Executive Director** – to have overall accountability and ensuring the policy is effectively implemented, adhered to and provide clear direction and necessary resources for training, for person and supping its implementation
The Executive Director will be responsible for the period under review to ensure it remains relevant and effective and allocated the ne
2. **Line Managers** will have the responsibility for safeguarding teams working under them, including identify potential risks, responding to concerns and taking appropriate action. They will also assist their teams to understand and implement the policy
3. **All staff** have a role to place in upholding the policy, being aware, reporting any concerns and creating a safe and supportive environment for everyone
4. YWLI will have a designated **Safeguarding Focal Point** will be in charge of the day-to-day implementation of the safeguarding and wellness policy
5. **Safeguarding Committee** - A safeguarding committee will be established and constituted of:
 - a. 2 members of the YWLI membership
 - b. 1 member of the Board preferably the Chair or any other member with expertise in the field of safeguarding

- c. 1 member nominated by YWLI staff as the Safeguarding Focal Point
- d. YWLI Executive Director

2.8.1 Roles and Responsibilities of the Safeguarding Focal Point

The designated Safeguarding Focal Point shall be responsible for:

- a. Providing inductions and training to all team members and relevant associated individuals;
- b. Receiving all concerns about the conduct of YWLI personnel and associated individuals that constitute a breach of this policy; where there is a concern/disclosure of harm or abuse of anyone (children or adults in vulnerable circumstances included), whether or not it may be criminal in nature and require notification to external agencies;
- c. Monitoring the safeguarding and wellness@ywli.or.ke email;
- d. Maintaining clear records of any concerns that are reported and the actions taken to address these concerns;
- e. Promoting awareness of the policy and processes throughout the organisation;
- f. Managing internal safeguarding investigations and supporting those investigations carried out by external agencies;
- g. Monitoring implementation of the policy and escalating any issues or concerns to the Executive Director;
- h. Suggesting updates to safeguarding policy and procedures where necessary;
- i. Identifying training needs and developing, commissioning and/or delivering training where required;
- j. Acting as a source of support and information for all team members on safeguarding issues;
- k. Providing technical support and guidance to partners' Safeguarding Focal Points, consultants and beneficiaries;
- l. Overseeing safeguarding investigations;
- m. Ensuring that confidentiality is maintained at all stages of any process when dealing with safeguarding concerns, and ensuring information relating to subsequent case management are shared on a need-to-know basis only. The Safeguarding Officer shall support the Executive Director in order to ensure that all safeguarding measures are implemented, adhered to and periodically reviewed to satisfy legal and regulatory requirements.

2.8.2 Reviewing and monitoring of the Safeguarding Policy

There will be bi-annual and annual review carried out by a review team selected by YWLI, their partners, affiliates and co-opted experts with clear roles and responsibility for data collection and analysis on the effectiveness of the policy. Data used will be obtained from their reports, feedback forms, monitoring logs to identify trends, patterns and areas of improvement. All stakeholders will be informed about the review process.

Recommendations for revision will be shared and YWLI will be able to present these findings for feedback and approval with their stakeholders, with a final approval from their board

*Your silence will not protect you.
If I didn't define myself for myself,
I would be crunched into other
people's fantasies for me and eaten
alive. I am not free while any woman
is unfree, even when her shackles are
very different from my own.*

Audre Lorde



3.0 Conclusion



A feminist approach to accountability requires us to practice it proactively; to embed it into the everyday. It is like a muscle, an internal resource that we must build, and we can do this through regular critical reflection.

Leila Billing
We are feminist leaders

This policy has been developed together with all management, staff, interns, volunteers and beneficiaries of YWLI, taking into consideration YWLI's constituents and environment of work. It is accepted that abuse is embedded in gender inequalities and power imbalances. This can therefore be resolved only through culture change which begins with such a process of policy formulation with every person involved.

Safeguarding must move beyond being a policy to becoming part of YWLI's culture and practice. This must be integrated into YWLI's handbook together with other policies of the organisation and adequate sensitization must be provided until the policy is embedded in YWLI's culture.

3.1 Where to Report - Contacts

The YWLI's require their staff to report suspected cases of sexual exploitation or sexual harassment whether by staff, board members, interns, students, consultants, volunteers, and partners, to the YWLI's Safeguarding Focal Point or via telephone at 0700470112 or email via safeguardingandwellness@ywli.or.ke

4.0 Appendix

4.1 Definitions

1. **Safeguarding:** Preventing, reporting, and responding to harm or abuse by YWLI personnel, including staff, volunteers, and partners to persons anywhere and of any children, women, PWDs, marginalized and minority persons living where YWLI has a programming presence.
2. **Safeguarding incident:** Harm or risk of harm resulting from safeguarding misconduct or violations of this policy toward any child or to any adult living where YWLI has a programming presence.
3. **Child:** A child is defined as any person under the age of 18 years, as defined by the United Nations Convention on the Rights of the Child (UNCRC) and Children Act.
4. **Child protection:** All measures taken to prevent and respond to abuse, neglect, exploitation and all other forms of violence against children.
5. **Young People:** Some of our programmes include work with young people aged 18-25 years. For simplicity, this policy refers to children, but all guidance and procedures contained within this policy should also be applied in our work with young people.
6. **Persons at Risk:** Persons at risk, for purposes of this policy, refers to any adult (those above 25) who may be at additional risk or in need of support due to mental health problems, learning disability, physical disability or other reasons which put them at increased risk of harm and abuse (i.e. interconnected to the wider sociocultural context and risks around power, gender, race, ethnicity, sex, religion etc.). Within this document, all procedures relating to children should also be applied in regard to our work with persons at risk.
7. **Women at risk:** Research shows that women face multiple discriminations due to global structures of patriarchy, misogyny and inequality. Due to gender inequality, it must be acknowledged that women are more at risk. For purposes of this policy the term “women at risk” refers to women in developing contexts who face economic insecurity, domestic and sexual violence, exploitation, hazardous labour, and/or limited access to services including maternal health.
8. **Disability:** We recognize disability is an ‘evolving’ concept, and that ‘disability results from the interaction between persons with impairments and attitudinal and environmental barriers that hinders their full and effective participation in society on an equal basis with others’.
9. **Deafness:** YWLI uses the term ‘deaf’ to refer to all levels of hearing loss, including a partial or total loss of hearing. This includes those who may describe themselves as having a ‘hearing loss’, ‘hearing impairment’ or as ‘deaf’, and includes children who have glue ear.

It's not about being perfect. It's not about where you get yourself in the end. There's power in allowing yourself to be known and heard, in owning your unique story, in using your authentic voice."

Michelle Obama

10. Safeguarding: Safeguarding can be defined as:

- Protecting children and persons at risk from harm and maltreatment
- Preventing harm which could result in the impairment of health or development
- Promoting the welfare of children and persons at risk and enabling them to achieve the best outcomes

11. Protection: Protection is an essential component of safeguarding and refers to the actions taken to protect children/persons who are at immediate risk of harm. Whilst this policy sets out clear response procedures which must be followed when harm or abuse is suspected, this Safeguarding policy also includes wider measures aimed at preventing harm, both direct and indirect, and promoting the wellbeing of children/persons at risk.

12. Abuse & Harm: Abuse, sometimes also referred to as 'maltreatment', is defined as all forms of physical and/or emotional ill-treatment, sexual abuse, neglect, commercial or other exploitation resulting in actual or potential harm to the child's/person's health, survival, development or dignity

Abuse and harm to children and persons at risk are closely related concepts. Abuse is simply harm which is so severe or persistent that it is deemed "significant" and is likely to have a lasting effect on the health or development of the child or person at risk. This policy addresses all forms of harm to children/persons at risk, including harm which may be caused intentionally or unintentionally, and which may not reach the threshold of significant harm.

YWLI through its work with partners in a variety of cultural settings, is mindful of the scope of the partners' approaches to variations in understandings of what constitutes abuse and protection. YWLI strongly believes that the human rights enshrined in the UNCRC, CEDAW, UDHR which is itself a universally agreed set of non-negotiable standards and obligations, apply to every child and woman/person at risk. Likewise, YWLI identifies the UNCRC, CEDAW, UDHR as the basis for protection of children, women and people at risk, and when on project visits or other engagement with partners and projects, YWLI staff and consultants will strive to establish local understanding of abuse and protection in line with the UNCRC, CEDAW and UDHR.

If you feel "burnout" setting in, if you feel demoralized and exhausted, it is best, for the sake of everyone, to withdraw and restore yourself.

Dalai Lama

- **Physical abuse** of a child is defined as the intentional use of physical force against a child that results in – or has a high likelihood of resulting in – harm for the child's health, survival, development or dignity. This includes hitting, beating, kicking, shaking, biting, strangling, scalding, burning, poisoning and suffocating. Much physical violence against children in the home is inflicted with the object of punishing (WHO 2006). There may be single or repeated incidents (WHO, 1999).
- **Emotional abuse** involves both isolated incidents, as well as a pattern of failure over time on the part of a parent or caregiver to provide a developmentally appropriate and supportive environment. Acts in this category may have a high probability of damaging the child's physical or mental health, or its physical, mental, spiritual, moral or social development. Abuse of this type includes: the restriction of movement; patterns of belittling, blaming, threatening, frightening, discriminating against or ridiculing; and other non-physical forms of rejection or hostile treatment (WHO 2006).
- **Sexual abuse** is defined as the involvement of a child in sexual activity that he or she does not fully comprehend, is unable to give informed consent to, or for which the child is not developmentally prepared.

"I embrace the label of bad feminist because I am human. I am messy. I'm not trying to be an example. I am not trying to be perfect. I am not trying to say I have all the answers. I am not trying to say I'm right. I am just trying—trying to support what I believe in, trying to do some good in this world, trying to make some noise with my writing while also being myself."

Roxane Gay

Children can be sexually abused by both adults and other children who are – by virtue of their age or stage of development – in a position of responsibility, trust or power over the victim (WHO 2006), the activity being intended to gratify or satisfy the needs of the other person. This may include but is not limited to: the inducement or coercion of a child to engage in any unlawful sexual activity; the exploitative use of children in prostitution or in unlawful sexual practices; the exploitative use of children in pornographic performances and materials (WHO 1999).

- **Neglect** includes both isolated incidents, as well as a pattern of failure over time on the part of a parent or other family member to provide for the development and well-being of the child – where the parent is in a position to do so – in one or more of the following areas: health; education; emotional development; nutrition; shelter; safe living conditions; and the development of appropriate communication and language skills. The parents of neglected children are not necessarily poor. They may equally be financially well-off (WHO 2006).
- **Exploitation:** Commercial or other exploitation of a child refers to use of the child in work or other activities for the benefit of others. This includes, but is not limited to, child labour and child prostitution. These activities are to the detriment of the child's physical or mental health, education, or spiritual, moral or social-emotional development (WHO 1999).

13. Maltreatment: Maltreatment of children is defined as all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power (World Health Organisation (WHO) 1999, 2006). WHO distinguishes four types of child maltreatment: physical abuse; sexual abuse; emotional and psychological abuse and neglect.

- **Maltreatment of a person at risk:** All abuses children face i.e. Sexual, Emotional, Neglect, Physical and Exploitation apply to adults, however the way it is presented may differ from a child, see Section: Recognizing Signs of Abuse: Adult, below.
- **Direct contact with children and persons at risk:** Being in the physical presence of a child, children or person at risk in the context of the organization's work, whether contact is occasional or regular, short or long term.
- **Indirect contact with children and persons at risk:** Includes, but is not limited to, having access to information on children in the context of the organization's work, such as children's names, locations (addresses of individuals or projects), photographs and case studies. It also includes organization's which fund direct work with children as this also has an impact on children, and therefore confers a safeguarding responsibility upon donor organizations.
- **Best Interests of Children:** Article 3 of the UN Convention on the Rights of the Child establishes the best interests of a child as a primary consideration in all actions affecting children. Decisions that affect children should be made based on consideration of their physical, emotional and psychological well-being and the need to prevent harm to them or other children. In assessing what is a child's best interests, the child's views must be given due consideration in accordance with their age and understanding.
- **Suppliers:** These are non-employee individuals and organizations that YWLI might engage to perform services for YWLI. These non-employee individuals and organizations may also be referred to as 'independent contractors', 'consultants,' or 'vendors', and are referred to in this document as 'Suppliers'.

“We need women at all levels, including the top, to change the dynamic, reshape the conversation, to make sure women’s voices are heard and heeded, not overlooked and ignored.”

Sheryl Sandberg

- **Allies / Partner:** These include, for safeguarding purposes, Non-Governmental Organisation, Community-Based Organisation, for-profit enterprise, or other entity that has a written agreement with YWLI to implement a programme or activity on YWLI’s behalf or in collaboration with YWLI.
- **Volunteer:** A person who is neither employed by YWLI nor legally obliged to work for YWLI, but who on free will and without expectation of payment or other remuneration, contributes their time, skill, knowledge, efforts and expertise to YWLI’s work.
- **YWLI employees / staff and affiliates:** Refers to the full range of people accountable to YWLI’s Safeguarding policies and protocols, including all employees, interns, volunteers, and Board/Advisory Council members, as well as external parties, including visitors, community volunteers, contractors, partners, and others affiliated with partners or contractors.

4.2 Safer Recruitment

For YWLI Safer recruitment means considering safeguarding issues at every stage of the recruitment process. It is known that people who seek to harm others by using their professional will look for an organization or project with weak recruitment practices, where they can have access to adults at risk or children.

YWLI’s safer recruitment guidelines mean that potential employees must:

1. Complete the specified application process for the role to which they have applied, indicating whether they know anyone who works for YWLI and if so their relationship to that person or persons
2. Complete a self-disclosure form to disclose previous spent/unspent convictions and disciplinary or capability issues
3. Undertake an interview to assess suitability and capability to carry out the role. The interview panels shall consist of a minimum of three people with no prior connection to the interviewees. Interview records are retained for six months following the date of the interview and may be held longer for successful candidates that become employees
4. If offered a role, provide references covering the previous three-year period, accounting for any gaps in employment
5. If offered employment, provide identity documents including photographic identity and Certificate of Good Conduct. The YWLI’s are committed to minimizing the risk of harm to children and adults at risk during their operations, programme and field activities. YWLI will carefully select, train and support all staff in line with our Safer Recruitment principles.
6. YWLI will:
 - a. Ensure that their recruitment and selection processes are inclusive, fair, consistent and transparent;
 - b. Take all reasonable steps to prevent those who might harm children or adults at risk or other adults i.e. staff, board members, interns, students, consultants and other All personnel, including staff, volunteers, and partners (visitors, vendors, donors, partners and other persons with various interactions with YWLI from working for the organization;
 - c. Adhere to safer recruitment guidance and standards, responding positively to changing understanding of safer recruitment practice;
 - d. Always seek advice from the HR Officers to achieve best possible

"I raise up my voice — not so that I can shout, but so that those without a voice can be heard ... we cannot all succeed when half of us are held back."

Malala Yousafzai

practice in relation to recruitment. YWLI ensures that appropriate steps are taken during recruitment and selection of their representatives, to ensure that all issues relating to safeguarding are considered and addressed. The following have special considerations with reference to child safeguarding:

- e. Job Advertisements - A note should be included in all job advertisements to highlight that YWLI aim to protect children against risks of exploitation and abuse, including sexual exploitation and abuse, and implements a Safeguarding Policy to support this.
- f. Job Descriptions - Safeguarding is referenced in all job descriptions and applies to all YWLI staff, board members, interns, students and consultants. ▪ Interviews - Questions in relation to safeguarding should be included in all interviews. It is not expected that all new recruits would have an in-depth knowledge of safeguarding unless it is a specific requirement of the role. However, it is important that all candidates are aware of YWLI's commitment to safeguarding and its expectation that all employees recognize, report and respond to incidents of child exploitation and abuse of adults at risk.
- g. Reference Checks - A thorough check of employment references is carried out and include questions in relation to safeguarding,
- h. Staff Declaration Form - This is attached to the Child Safeguarding Policy and is a process through which candidates are asked to declare any prosecutions pending against them, as well as convictions of criminal offences, official cautions or other legally binding orders. This should be completed before contracts are signed.
- i. Police Clearance or Vetting - A procedure through which the national police authorities are required, with the individual's permission, to disclose any information held on police file regarding criminal convictions or pending prosecutions. It is considered best practice that all staff and All personnel, including staff, volunteers, and partners with direct access to children and adults at risk through their work are vetted. YWLI recognises that this is not always possible. However, the HR office will have to assess the job, local context and procedures to determine what is feasible.
- j. Contract - The Safeguarding Policies, Code of Conduct, clearance form (where necessary) and Staff Declaration Form and are attached to all contracts and sent to all new staff and their acknowledgement thereof required on or before commencing work with YWLI.

4.3 Code of Conduct

Code of Conduct affirms YWLI's commitment to upholding fairness, integrity, honesty, professionalism and transparency in conducting all our internal and external affairs/operations and being responsive to preventing, detecting, reporting, investigating and remedying any misconduct in the workplace. Our code of conduct for staff is designed to accommodate and promote this belief while ensuring that our working practices are thoughtful and well-considered and that they are designed with the safety and protection of staff and constituents in mind.

1. Since we all spend most of our daily hours (8 hours a day) at our workplace it is our responsibility to make it a comfortable place for ourselves and our constituents: a place we look forward to. This requires input from each staff member. Normal human moral codes such as respect, assistance, patience, tolerance, care, respect and understanding are some of the attitudes that create a good working atmosphere. The nature of the interactions between staff and constituents is central to the work of YWLI. At the heart of this lie trust, mutual respect and an emphasis on being true to oneself and on encouraging open and honest communication. It is

important therefore to try to clear problems when they occur among staff members and constituents of YWLI. Uncomfortable situations should be clarified as soon as they occur.

2. Staff members are urged to talk directly to each other and avoid talking behind each other's backs. Strong disagreements between two or more members of staff concerning office matters may be duly reported to the Executive Director for clarification and/or resolution. This is to avoid any disturbance of the professional and cordial running of the office. A harmonious relationship creates a comfortable office environment for everyone.
3. We aim to enable all staff members to deal with their daily work individually. Each staff member is responsible for their work area. In case this is not possible, the staff member should receive training both on the job and by attending courses.
4. YWLI will put in place mechanisms for raising and addressing concerns regarding mental wellness of staff.
5. YWLI prohibits sexual harassment of or by its employees, visitors, beneficiaries and consultants and allies. The YWLI work environment is one that is free of unwanted sexual overtures, abuse or any behavior that is personally offensive.
6. YWLI believes that anyone (children and adults in vulnerable circumstances included) have equal rights to protection from any kind of violence, abuse, harm, and exploitation, and takes seriously its duty of care towards its employees and associated individuals. YWLI also takes seriously its duty of care towards the people it works with; the communities (children and adults in vulnerable circumstances included), program and events participants and those whom its team members and other associated individuals come into contact with. As an associated individual of YWLI, I will:
 - a. Conduct myself in a manner that is consistent with the values of YWLI.
 - b. Treat anyone (children and adults in vulnerable circumstances included) with respect, regardless of ethnicity, colour, sex, sexual identity, language, religion, political or other opinion, nationality, disability, certification of birth or other status.
 - c. Affirm the dignity of anyone and ensure that people are listened to, respected, understood and valued, even when rigid societal structures (caste, class, etc.) or societal norms (gender, age, etc.) suggest otherwise.
 - d. Respect cultural differences which do not harm anyone (children and adults in vulnerable circumstances included).
 - e. Guarantee that program and event participants fully understand the nature of their participation in any project or event.
 - f. Promote an organisational culture in which abuse does not go unchallenged, and where complicity in violation of this code of conduct, is condemned as outlined in YWLI's whistleblowing policy. Managers have a particular responsibility to support and develop systems that maintain such an environment.
 - g. Organize and plan workplace spaces and activities to minimise risks.
 - h. Be aware of potential abuse by maintaining dialogue and encouraging open communication with YWLI employees, associated individuals, program and event participants (children and adults in vulnerable circumstances included) and the communities with whom we work.
 - i. Encourage YWLI employees, associated individuals and program and event participants (children and adults in vulnerable circumstances included) and communities to raise concerns about abuse by clarifying the procedure which they should take to do so. Enhance and promote

their participation in the decisions that affect them.

- j. Take seriously any concerns raised about abuse, support any individual who raises such a concern, and comply fully with investigations of abuse.
- k. Keep confidential all information that I am party to regarding safeguarding cases, disclosing, and discussing information only with the relevant parties.
- l. Ensure the protection of anyone who may be the subject of this abuse and seriously consider the needs and wishes of the survivor of abuse.
- m. Immediately disclose any harm, abuse and exploitation and policy non-compliance in accordance with appropriate procedures as outlined in the Safeguarding Policy.
- n. Not allow a personal relationship with a colleague to influence my conduct at work. Should a relationship give rise to a conflict of interest, result in an unfair advantage or disadvantage, or breach of confidentiality, employees are required to disclose to the Safeguarding Officer or Executive Director

4.4 Limitations on Behaviour

As an associated individual of YWLI, I will not:

- a. Engage in behaviour that is intended to shame, humiliate, belittle, or degrade anyone or otherwise perpetrate emotional abuse (including against children and adults in vulnerable circumstances)
- b. Hit or otherwise physically abuse anyone.
- c. Develop physical/sexual relations with program participants. Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defense.
- d. Exchange employment, goods, or services for sexual favors with anyone. Sexual exploitation constitutes an act of serious misconduct and is therefore grounds for serious disciplinary measures, including dismissal.
- e. Take advantage of my working position or title to commit an abuse of power towards those considered to be under my direct or indirect supervision.
- f. Use inappropriate, offensive, harassing, abusive, sexually provocative, demeaning, culturally inappropriate or discriminatory language when speaking with anyone (children and adults in vulnerable circumstances included).
- g. Behave provocatively or inappropriately with a child or adult in vulnerable circumstances.
- h. Accept bribes or significant gifts from governments, program participants, donors, suppliers, or others.
- i. Place a program or event participant or communities in a risky situation.
- j. Become inebriated or drink alcohol to the point that it impairs my ability to behave professionally at working events.
- k. Take a program participant home with you, especially to stay overnight and especially if nobody else will be present.
- l. Share a bed or a room with a program participant.

"I try to live in a little bit of my own joy and not let people steal it or take it."

Hoda Kotb

- m. Do things for program participants of a personal nature that they can do for themselves (children and adults in vulnerable circumstances included).
- n. Condone, or participate in, illegal, unsafe, or abusive behaviour of program participants.
- o. Discriminate against or favour particular programme participants to the exclusion of others.
- p. Make promises to program participants that I cannot fulfil.
- q. Use any computer or other equipment to view, download, harass, exploit, create or distribute inappropriate material regarding children and adults in vulnerable circumstances.
- r. Hire children to perform domestic labour or any other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury or any other harm.

Professional photography/content-gathering commissions for work purposes are organised through YWLI communications team with professional photographers and videographers. If a staff member is photographing or filming anyone on personal devices for work/program or personal purposes, I must:

- Assess and endeavor to comply with local traditions or restrictions for reproducing personal images (taking photos or videos)
- Obtain written, video, or verbal consent (as appropriate) from the person or a child and a parent/guardian of the child. As part of this I must explain how and where the photograph or film will be used.
- Ensure photographs or films present anyone in a dignified and respectful manner, not in a vulnerable or submissive manner. People should be adequately clothed and not in poses that could be seen as sexually suggestive.
- Ensure images are honest representations of the context and the facts.
- Not post images or details of anyone associated with YWLI's work on personal social media sites unless verbal or written consent from the person is obtained.
- Only use the photograph/video for the circumstances agreed upon. As a person engaged or associated with YWLI, I am required to use common sense and avoid actions or behaviours that could be construed as abuse when engaging in activities or visiting projects of YWLI or partners/grantees. YWLI does not intend to dictate how staff conduct their personal lives. However unlawful or other behaviours outlined within this Code by YWLI associated individuals which may bring YWLI's reputation into disrepute, or which may jeopardise its position, or the security of YWLI and its team members -whether conducted during or after office hours- will be considered as noncompliance of this Code and will be subject to performance management and or disciplinary procedure.

4.5 Child Protection Policy

1. **Purpose:** This child protection clause is an integral part of the Safeguarding and Wellness Policy of YWLI. It aims to ensure the safety, well-being, and protection of children who may come into contact with our organization and its activities. This clause is guided by the principles of respect, non-discrimination, and the best interests of the child. By adopting this child protection clause, YWLI affirms its commitment to child protection and ensuring a safe environment for children involved in its work.
2. **Definition of Child:** For the purpose of this policy, a child refers to any person below the age of 18 years.
3. **Commitment to Child Protection:** YWLI is committed to upholding the rights of children, including their right to protection from all forms of abuse, exploitation, and harm. We pledge to create and maintain a safe and inclusive environment that respects and promotes the well-being and rights of children.
4. **Prevention of Child Abuse**
 - a. All personnel, including staff, volunteers, and partners, shall undergo mandatory training on child protection, child rights, and child abuse prevention.
 - b. The organization will establish and implement procedures to ensure that all activities and events are conducted in a manner that prioritizes the safety and well-being of children.
 - c. Strict protocols will be in place to ensure appropriate conduct and behavior when interacting with children, including the prevention of any form of harassment or abuse.
5. **Reporting Child Protection Concerns**
 - a. Any person associated with YWLI who has reasonable grounds to suspect child abuse or neglect must report it immediately to the designated Safeguarding and Wellness Focal Point.
 - b. Confidentiality and protection for whistle-blowers reporting child protection concerns shall be ensured in compliance with relevant laws and regulations.
6. **Responding to Child Protection Incidents**
 - a. In the event of a reported child protection incident, YWLI will conduct a prompt, thorough, and impartial investigation, ensuring that the best interests of the child remain the primary consideration.
 - b. The organization will cooperate fully with relevant authorities and child protection agencies during the investigation and handling of any child protection incidents.
 - c. Appropriate support and assistance shall be provided to the affected child and their caregivers, ensuring their safety, well-being, and recovery.
7. **Partnership with External Organizations:** YWLI shall collaborate and maintain relationships with recognized child protection organizations and agencies to seek guidance and expert advice on child protection matters.
8. **Regular Review:** This child protection clause, along with the entire Safeguarding and Wellness Policy, will be periodically reviewed and updated to ensure its alignment with international standards, emerging best practices, and the evolving needs of children.

9. **Compliance and Consequences:** Failure to comply with this child protection clause may result in disciplinary actions, up to and including termination of employment or disengagement from the organization.
10. **Confidentiality:** All child protection concerns and incidents reported or disclosed shall be treated with strict confidentiality, in accordance with applicable laws and regulations.

4.6 Child and Human Trafficking Policy;

Purpose: Our organization is committed to combating child and human trafficking in all its forms. This policy outlines our stance against trafficking and our commitment to prevention, protection, and collaboration with relevant authorities and stakeholders.

Scope: This policy applies to all employees, volunteers, contractors, and partners associated with our organization.

Policy Statements:

Prevention: YWLI recognizes that prevention is crucial in combating trafficking. YWLI will actively work to raise awareness about the risks and signs of trafficking, both internally and externally, through training, educational programs, and awareness campaigns.

Protection: YWLI is committed to protecting individuals, especially children, from trafficking. We will implement measures to safeguard vulnerable populations within our programs and activities, including rigorous screening procedures for staff and volunteers working with minors and at-risk groups as stated in the Safe guarding policy.

Collaboration: We acknowledge that addressing trafficking requires a multi-sectoral approach. Our organization will collaborate with government agencies, law enforcement, non-profit organizations, and community groups to strengthen efforts to prevent trafficking, protect survivors, and prosecute perpetrators.

Reporting: We will encourage and support the reporting of suspected cases of trafficking to the appropriate authorities. YWLI will maintain confidentiality and provide necessary support to victims while cooperating fully with law enforcement investigations.

Support for Victims and survivors: We are committed to providing support and assistance to victims of trafficking. Our organization will offer access to medical care, legal aid, counseling, and other necessary services to help victims recover and reintegrate into society.

Zero Tolerance: YWLI has a zero-tolerance policy towards any form of child and human trafficking. We will take immediate and decisive action against any employee, volunteer, contractor, or partner found to be involved in trafficking or related activities

4.7 Statement of Commitment to Safeguarding

I, _____, have read and understood the procedures and guidelines outlined in YWLI's Safeguarding Policy.

I agree with the principles contained therein and agree to implement and promote the procedures and practices contained within this document while working or associated with YWLI.

I understand that failure to comply could result in:

Staff – disciplinary report/action and/or dismissal.

Trustees – disciplinary report/action and/or termination of Board membership.

Volunteers and interns – disciplinary report/action and/or termination of the relationship with YWL.

Consultants, trainers or sub-contractors – disciplinary report/action and/or termination of contract.

Local Partners – Review of partnership with the potential of withdrawal of funding/support and/or ending of relationship with YWLI.

(Print name)
(Job title / role)

(Signature)

(Date)

4.8 Key Contacts

Designated Safeguarding Focal Point:

Name: _____

Office: _____

Mobile: _____

E-mail: _____

Executive Director

Name: _____

Office: _____

Mobile: _____

E-mail: _____

Nominated Board Member for Safeguarding

Name: _____

Office: _____

Mobile: _____

E-mail: _____

Nominated Board Member for Safeguarding

Name: _____

Office: _____

Mobile: _____

E-mail: _____

4.9 Cause for Concern: Report form

If you have knowledge that a child's or a person at risk's safety might be in danger, please complete this form to the best of your knowledge.

Please note that child or person at risk safeguarding concerns must be reported directly to the designated contact person immediately (preferably within the same working day). You may wish to complete this form before contacting the designated person in YWLI's reporting process or you may wish to complete the report after contacting the designated person. This report is to be used as a tool to develop the most un-biased information-based report possible. For confidentiality reasons, the report should be written and signed solely by you. It should only be sent only to the designated contact person. It will be held in a safe and secure place and treated in the strictest confidence.

1. About You

Your name: _____

Your job title: _____

Workplace: _____

Your relationship to the child: _____

Contact details: _____

2. About the Child or Person at risk

Name: _____

Gender: _____ Age: _____

Child/PaR address: _____

Child/PaR guardian/Carer: _____

3. About your Concern

Was the abuse:

Observed by you

Suspected

Disclosed by someone else

If the concern was shared by someone else, please state who and their relationship to the child/PaR:

Date of the alleged incident: _____

Time of the alleged incident: _____

Location of the alleged incident: _____

Name of alleged perpetrator: _____

Job title/Relation to Child/PaR: _____

Nature of the allegation:

Your personal observations (visible injuries, emotional state, etc.) [N.B. Make a clear distinction between what is fact and what is opinion or hearsay]

Exactly what the child/PaR or other source said to you [if relevant] and how you responded to him or her: [Do not lead the child/PaR. Record actual details]

Any other information not previously covered:

Were there any other children/people involved in the alleged incident?

Yes No

Action Taken:

(Print name)
(Job title / role)

(Signature)

(Date)

(Note: Please email this to the Designated Safeguarding Focal Point at YWLI via safeguardingandwellness@ywli.or.ke)

4.10 Media Consent Form

I have understood all the information provided to me and give YWLI the right to use the following, unless consent is withdrawn:

- a. Photographs of me
- b. Audio recording of me
- c. Video footage of me
- d. Written accounts of my story

YWLI may use any of the above items for general publicity including, but not limited to, YWLI website, publications, supporter emails, social media channels, information leaflets, events, All personnel, including staff, volunteers, and partners' publicity, and external media outlets, or in connection with the above, in any way it sees fit and without any restrictions.

I understand that my image, words, and name may be used in, and in connection with, materials that will be available globally. I understand that I will not be paid for the use of my story or any photos, video, or audio.

On my own behalf, and on behalf of my heirs, next of kin, and successors, I release YWLI from any and all claims, liabilities, and damages arising out of the rights granted here. I have understood all the information provided to me. I agree that YWLI may document my story and use video/photos/ audio recordings of me without me reviewing them first.

Your name: _____

Signature: _____

Contact details: _____

Child's Consent

I have understood all the information provided to me. I agree that YWLI may document my story and use video/ photos/audio recordings of me without me reviewing them first.

Your name: _____

Contact details: _____

Your relationship to the child: _____

Signature: _____

Contacts

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Wanandegge Flats, along Kirichwa Road, House NO:3A
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