

B f d e



Bees for development Ethiopia

Child and Adult at Risk Safeguarding Policy

of

BEES FOR DEVELOPMENT ETHIOPIA

(BFDE)

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Bees for Development Ethiopia (BfdE)

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This policy is written in recognition of the UN Convention on the Rights of the Child where it is affirmed that signatory states, “shall protect the child from all forms of physical, or mental violence, injury or abuse, neglect, maltreatment or exploitation, including sexual abuse” (UN Convention on the Rights of the Child (1989), Article 19).

Introduction

The abuse and exploitation of children happens in all countries and societies across the world. Bees for Development Ethiopia is committed to the prevention of child abuse and the protection of children.

BfdE’s Child and Adult at Risk Safeguarding policy sets out common values, principles, and beliefs and describes the steps that will be taken in meeting its commitment to safeguard Children and Adults at Risk.

The organization applies the policy particularly to how it safeguards Children and Adults at Risk from abuse within its own organisation, and the protection of Children and Adults at Risk who may be associated with BfdE’s partner organisations and subcontractors.

BfdE’s Child and Adults at Risk Safeguarding policy will be reviewed and approved by its General Assembly every three years, or sooner if necessitated by events or changes in policy or law.

In this document “children” refers to anyone under the age of 18.

Adult is a person aged 18 years and older. Note that an Adult with or without Disability has the same legal capacity.

Adult-at-Risk is any person aged 18 years and older who may be at risk of abuse or exploitation due to their dependence or reliance on others for services, basic needs or protection and according to context, for example in humanitarian situations.

BFDE's COMMITMENT TO SAFEGUARDING CHILDREN AND ADULT'S AT RISK

1. BFDE's values, principles and beliefs

- All child abuse involves the abuse of children's rights.
- All children have equal rights to protection from abuse and exploitation.

The situation of all children must be improved through promotion of their rights as set out in the UN Convention on the Rights of the Child. This includes the right to freedom from abuse and exploitation. Child abuse is never acceptable, and BFDE has a commitment to protecting children in all situations associated with its work. When BFDE works through partners or with subcontractors it makes sure that all have a responsibility to meet minimum standards of safeguarding for children in their programmes.

2. What BFDE will do?

BFDE will meet its commitment to safeguarding through the following means:

Awareness: BFDE will ensure that all staff and others (including consultants, board members, researchers, volunteers, partners) are aware of the problem of child abuse and the risks to children and Adults at risk.

Prevention: BFDE will ensure, through awareness and good practice, that staff and others minimise the risks to children and Adults at Risk. All BFDE staff and the staff of partners and subcontracting parties working in connection with BfDE projects will be made to boldly commit to refrain from involving in any kind of abuse of child and Adults at Risk. BFDE also is committed to working on awareness creation, workshops, trainings and seminars to enhance the standards of stake holders and community representatives in relation to safeguarding of children and Adults at risk.

Reporting: BFDE will ensure that staff and others are clear about what steps to take where concerns arise regarding the safety of children and Adult at Risk. In the interests of accountability and openness BfDE will report to it's external partners and donors should concerns arise.

Responding: We will ensure that action is taken to support and protect children and Adults at risk where concerns arise regarding possible abuse. BFDE will have documented reporting procedure for child exploitation and abuse allegations, code of conduct and policy about non compliance, including sanctions for breaching.

In order that the above standards of reporting and responding are met, Projects and partner organizations of BFDE will also ensure that they:

- take seriously any concerns raised
- take positive steps to ensure safeguarding of children and Adults at risk who are the subject of any concerns
- support children, staff or other adults who raise concerns or who are the subject of concerns
- act appropriately and effectively in investigating or co-operating with relevant authorities to make sure that any subsequent process of investigation is implemented in the 'best interests of the child'
- Listen to and take seriously the views and wishes of children work in partnership with parents/carers and/or other professionals to ensure the protection of children.

3. How BFDE will ensure its commitments above are met

- BFDE will have robust staff recruitment, screening and training procedures for personnels in contact with children and vulnerable adults. The screening process for the candidates applying for positions that involve working with children will also be made to include behavioural-based interview questions.
- All staff of BFDE and associates and will sign up to and abide by the code of conduct referring its child and vulnerable adult safeguarding policy.
- All partners who are in charge of contractual agreement with BFDE will sign and abide by the code of conduct referring BFDE 's child safeguarding policy
- All staff will have access to a copy of the child safeguarding policy
- Recruitment and screening procedures will include criminal record and verbal referee checks along with other suitability assessments concerning their suitability to work with young people, children and vulnerable adults before formally engaging
- Employment contracts will include the consequences and sanctions concerning what happens in the event of a breach of the Code of Conduct .
- Induction for staff will include training on child and vulnerable adult safeguarding and protection issues
- Every work place will display contact details for reporting possible child and adult at risk abuse and every member of staff will have contact details for reporting.
- Regular training, learning opportunities and support will be provided to ensure the commitments are met in partnership with the concerned bodies.

BFDE CODE OF CONDUCT

All BfDE staff must sign up to and abide by this Code of Conduct.

Staff and others must not :

- Maltreat children and vulnerable adults and must not violate any of their rights.
- Hit or otherwise physically assault or physically abuse children and adults
- Develop physical/sexual relationships with children and adults at risk.
- Develop relationships with children or vulnerable adults which could in any way be deemed exploitative or abusive
- Act in ways that may be abusive or may place a child or adult at risk of abuse.
- Use language, make suggestions or offer advice which is inappropriate, offensive or abusive of children and/or adults at risk
- Behave physically in a manner which is inappropriate or sexually provocative
- Never use any computers, mobile phones, video cameras, cameras or social media to exploit or harass children and/or adults at risk, or access child exploitation material through any medium
- Not hire children for domestic or 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
- Comply with all relevant international and local legislation, including labour laws in relation to child labour
- Immediately report concerns or allegations of child exploitation and abuse and policy non-compliance in accordance with appropriate procedures
- Immediately disclose all charges, convictions and other outcomes of an offence that relates to exploitation and abuse, including those under traditional law, which occurred before or occurs during association with BfDE
- Not give or allow children or vulnerable adults to use illegal drugs, alcohol or restricted substances or encourage their use
- Not give preferential treatment, gifts or payment of any kind to a child or other person in relation to a child in order to solicit any form of advantage or sexual favour from a child.
- Have a child/children and/or adults at risk with whom they are working to stay overnight at their home unsupervised
- Sleep in the same room or bed as a child or adults at risk with whom they are working
- Do things for children and adults at risk of a personal nature that they can do for themselves
- Condone, or participate in, behaviour of children and adults at risk which is illegal, unsafe or abusive
- Act in ways intended to shame, humiliate, belittle or degrade children, and adults at risk or otherwise perpetrate any form of emotional abuse
- Discriminate against, show differential treatment, or favour particular children and adults at risk to the exclusion of others.

This is not an exhaustive or exclusive list. The principle is that staff should avoid actions or behaviour which may constitute poor practice or potentially abusive behaviour.

It is important for all staff and others in contact with children to:

- Be aware of situations which may present risks and manage these

- Plan and organise the work and the workplace so as to minimise risks
- As far as possible, be visible when working with children/adults at risk (working in public or in the presence of adult.)
- Ensure that a culture of openness exists to enable any issues or concerns to be raised and discussed
- Ensure that a sense of accountability exists between staff so that poor practice or potentially abusive behaviour does not go unchallenged
- Talk to children and adults at risk about their contact with staff or others and encourage them to raise any concerns
- Empower children and adults at risk - discuss with them their rights, what is acceptable and unacceptable, and what they can do if there is a problem.
- Comply with the UN Convention of the Rights of the Child, and all relevant International and local legislation, including labor laws in relation to child labor.
- Immediately report concerns or allegations of child and adults at risk exploitation and abuse and policy non-compliance in accordance with appropriate procedures
- Immediately disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those under traditional law, which occurred before or occurs during association with BfDE.
- Be aware of behavior and avoid actions or behaviors that could be perceived by others as child and adults at risk exploitation and abuse

When photographing or filming a child or vulnerable adult or using images of children and vulnerable adults for work–related purposes:

- Take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming
- Obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. An explanation of how the photograph or film will be used must be provided. The same applies to vulnerable adults.
- Ensure photographs, films, videos and DVDs present children and adults in a dignified and respectful manner and not in a vulnerable or submissive manner. All people should be adequately clothed and not in position that could be seen as sexually suggestive.
- Ensure images are honest representations of the context and the facts
- Ensure file labels, Meta data or text descriptions do not reveal identifying information about a child or adults when sending images electronically or publishing images in any form

In general it is inappropriate to:

- Spend excessive time alone with children or vulnerable adults away from others
- Take children or vulnerable adults to your home, especially where they will be alone with you.

Principles on Sexual Exploitation and Abuse:

- Sexual exploitation and abuse by people working for a development organisation constitute acts of gross misconduct and are therefore grounds for termination of employment;

- Sexual activity with children (persons under the age of 18) and adults at risk is prohibited and this includes paying for sexual services. Mistaken belief in the age of a child and in the condition of adults at risk is not a defence;
- Exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited. This includes exchange of assistance that is due to beneficiaries.
- Sexual relationships between development workers and beneficiaries must not take place since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of the work of BfDE.
- Where a BfDE staff member develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same agency or not, she/he must report such concerns via established reporting mechanisms.
- Development workers are obliged to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of their Code of Conduct. Managers at all levels have particular responsibilities to support and develop systems which maintain this environment.

SUPPORTING MATERIALS, GUIDANCE and RESOURCES

What do we mean by the term 'child abuse'?

Categories of abuse

The following four **categories of abuse** are universally found:

Physical abuse:

The actual or likely physical injury to a child, and/or adults at risk or a failure to prevent physical injury or suffering to a child or adult at risk.

Neglect:

Neglect is defined as the persistent or severe neglect of a child and/or adults at risk, or the failure to protect a child or adults at risk from exposure to any kind of danger, including cold or starvation, or extreme failure to carry out important aspects of care, resulting in a significant impairment of the child's or adult's at risk health or development. (NB: neglect may be wilful or otherwise.)

Sexual abuse:

Sexual abuse is the actual or likely sexual exploitation of a child or young person or adult at risk. Sexual abuse includes rape, incest, and all forms of sexual activity involving children or adults at risk, including pornography.

Emotional abuse:

Emotional abuse refers to the actual or likely adverse effect on the emotional and behavioural development of a child or adults at risk caused by persistent or severe emotional ill-treatment or rejection.

Child or adult at risk abuse takes place within the context of the family ('intra-familial'), or outside the family ('extra-familial') - for example, in institutions, at work (child labour), on the streets (street children), in conflicts and other emergencies. Recent cases also highlight the abuse of children or adults at risk by professionals or other adults who are employed in positions of trust where they care for or work with children or adults at risk.

Abuse can take place through the media, for example via the internet or in other media.

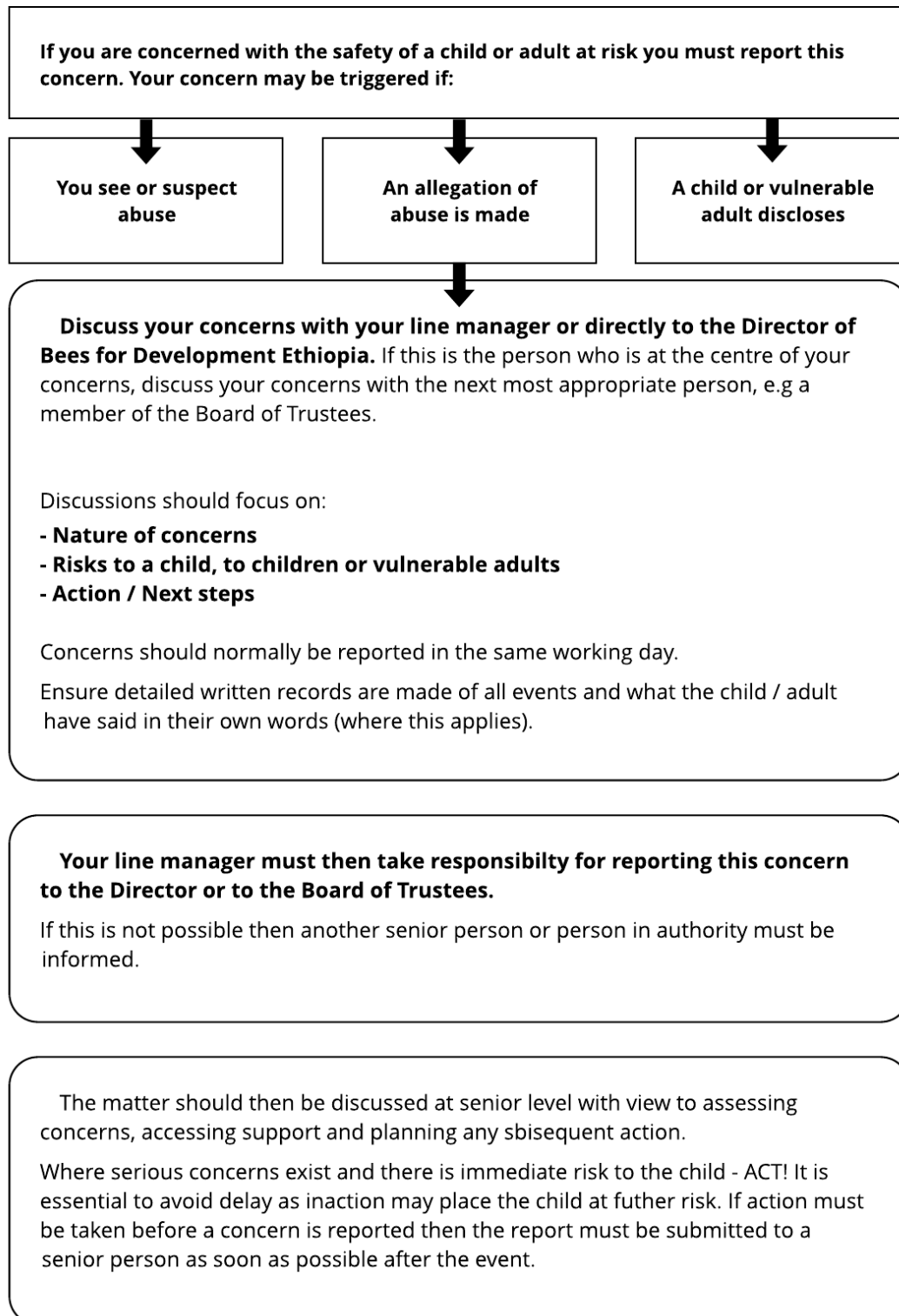
Child or adults at risk protection is the term used to describe the responsibilities and activities undertaken to prevent or to stop children or adults at risk being abused or ill-treated.

Significant harm:

When assessing whether a child or adults at risk has been or is being treated in an abusive or neglectful way, it can be helpful to consider if the child or adults at risk is, as a result, suffering significant harm. The concept of significant harm helps to focus on the likely consequences to the child or adults at risk, and to assess the seriousness of the concerns about the child's or adults at risk safety or welfare. Harm resulting from physical, sexual or emotional abuse, or from neglect, may take the form of impairment of the child's or the adult's health and development.

The level at which harm to a child or adults at risk can be regarded as significant is difficult to define but should nevertheless form the basis of discussions of any concerns. Consideration must be given to the nature of the abuse and the level of concerns that exist, as well as to the context within which the abuse or harm takes place. It is important to discuss all concerns with managers and relevant others in order to assess the levels of risk to children/ vulnerable adults.

HOW TO RAISE CONCERNS - A FRAMEWORK FOR REPORTING



Local reporting procedures

When anyone is concerned about the possible abuse of a child or adult at risk the following steps must be taken:

- Tell Tilahun Gebey, Director of Bees for Development Ethiopia
- Or alternatively tell the Chairperson of the Board of Trustees
- One you have told a senior person it is their responsibility to report the matter to the Bureau Head of the Amhara Regional Bureau of Labour and Social Affairs

CONTACT DETAILS

Tilahun Gebey, Director of Bees for Development Ethiopia Phone: +251 (0) 918761182 Email: tilahun_gebey@yahoo.com Office: 2nd Floor Mulu Belew Building Bahir Dar Amhara	Chairperson of Board of Trustees of BfDE
Amhara Regional Bureau of Labour and Social Affairs Bureau Head Mulunesh Abebe Alebachew Tel: 058-220 04 83 Or 058- 220 11 34 Or 058-220 17 21 P.O. Box 461 Bahir Dar Ethiopia	

Bees for Development Ethiopia's Reporting Form

<p>Part One: About You</p> <p>Name _____</p> <p>Your role in project _____</p> <p>Your relationship to the person concerned _____</p>
<p><u>Part Two: About the child or person at risk</u></p> <p>Name(s) _____</p> <p>Male/female _____</p> <p>Age _____</p> <p>Address _____</p> <p>Whom does the child or young person live with? _____</p>
<p>Part Three: About Your Concern</p> <p>How did you come to have a concern: was abuse observed or suspected? Was an allegation made? Did the child or adult disclose abuse? Date, time and place of any incident(s) Nature of concern/allegation Observations made by you (e.g. child's or adult's emotional state, any physical evidence) Write down exactly what the child said and what you said: continue on a separate sheet if necessary. Any other relevant information? (e.g. disability? language?) Were other children involved or aware? Have you reported to parents or carers or any other Child Protection Personnel or Agencies? Time and date of reporting Person(s) to whom report was made Advice given Action taken Signed Date</p>

BFDE Child safeguarding Policy - Implementation plan

Objective 1: Child safeguarding Policy is adopted and implemented. Staff, consultants and associates are made fully aware of the policy and briefed on it.

Action	Timescale	Success criteria/ output	Responsibility/ resources
Policy publicised, translated into local and easy-to-understand language, promoted and distributed	September 2019	All staff have a copy of the policy	<ul style="list-style-type: none"> • Head office
Code of conduct signed by all staff	Already done & we will continue for new employees	HR files have copies	<ul style="list-style-type: none"> • Head office
Disciplinary procedures including dismissal for the code of conduct	----	Disciplinary procedure amended to include reference to breach of Code of Conduct	<ul style="list-style-type: none"> • Head office
Training given to existing staff on the nature of child and vulnerable adult safeguarding in Ethiopia.	Every the other year in March from 2019 - 2022	Training delivered	<ul style="list-style-type: none"> • Head office
Partners will be made aware of their obligations under the policy and supported to apply it	Every time in the process of developing an MOU with a partner	Partner agreements and memoranda of understanding include the policy. Partners included in training.	<ul style="list-style-type: none"> • Head Office

Objective 2: Operational planning reflects the Child and Adult at risk safeguarding Policy

Action	Timescale	Success criteria/ output	Responsibility/ resources
<ul style="list-style-type: none"> • Child protection issues are addressed in different work contexts: • “normal” operations • fundraising • media • posters 	All through the project implementation process	Operational and strategic plans identify possible safeguarding issues	<ul style="list-style-type: none"> • Head Office

Objective 3: Clear procedures and systems in place for child/Adult at risk safeguarding

Action	Timescale	Success criteria/ output	Responsibility/ resources
<ul style="list-style-type: none"> • Design a step by step guide to action to be taken if concerns exist referring children and adult safety or welfare 	Immediately, to be reviewed as necessary	Guide and flow chart available to all staff	<ul style="list-style-type: none"> • Head office
<ul style="list-style-type: none"> • Two designated persons at a senior level are named and recorded at having responsibility for safeguarding 	Immediately	Names and clear roles publicised. Names of people on record. Training offered to designated people.	<ul style="list-style-type: none"> • Head office

<ul style="list-style-type: none"> • Process designed for secure, confidential of recording incidents, concerns, referrals 	Formats will be developed in October 2019 and revised and updated as necessary.		<ul style="list-style-type: none"> • Head office
<ul style="list-style-type: none"> • Advice, investigation and available support (both externally and internally) is identified 	Immediately	Flowcharts and guidance reflect this	<ul style="list-style-type: none"> • Head office
<ul style="list-style-type: none"> • Policies and processes are reviewed. 	Every five years	Review dates set. Responsibilities allocated	<ul style="list-style-type: none"> • Head Office

Objective 4: Commitment to prevent abuse of children and vulnerable adults is demonstrated and delivered through appropriate systems

Action	Timescale	Success Criteria/ output	Responsibility/ resources
<ul style="list-style-type: none"> • Recruitment procedures reflect safeguarding procedures 	At all times	The organizational HR policy fully embraces safeguarding in all its staff recruitment, performance reviews, promotion and disciplinary actions	<ul style="list-style-type: none"> • Head Office

<ul style="list-style-type: none"> Preparing and posting clear guidance and reporting procedures about safeguarding on walls at BFDE office 	Immediately and at all times	Document posted.	<ul style="list-style-type: none"> Head Office
<ul style="list-style-type: none"> Induction and regular training includes safeguarding issues 	2019	Documentation of induction schedules	<ul style="list-style-type: none"> Head Office
<ul style="list-style-type: none"> Risk assessments are carried out for activities working directly with children and vulnerable adults especially when these are residential 	Starting from September 2019	Risk assessment forms to include safeguarding as an issue to be assessed. Guidelines for residentials Copy of forms.	<ul style="list-style-type: none"> Head Office
<ul style="list-style-type: none"> IT facilities protect users from accessing inappropriate material 	2019	IT usage guidelines.	<ul style="list-style-type: none"> Head Office
<ul style="list-style-type: none"> Guidelines on portrayal of children and vulnerable adults through media reflect safeguarding issues 	2019	Guidelines on ethical use of images and stories, confidentiality & informed consent	<ul style="list-style-type: none"> Head Office
<ul style="list-style-type: none"> Disciplinary procedures include the consequences of breaching the code of conduct to the extent of dismissal. 	2019	Copy of disciplinary procedure amended to include reference to breach of Code of Conduct	<ul style="list-style-type: none"> Head Office
<ul style="list-style-type: none"> HR, induction and appraisal include safeguarding issues 	2019	Manuals Records of induction	<ul style="list-style-type: none"> Head Office

<ul style="list-style-type: none">Monitoring and audit include safeguarding as an area of compliance	2019	Monitoring and audit manuals.	<ul style="list-style-type: none">Head Office
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GUIDANCE NOTES

Managerial Guidelines

What are my responsibilities as a manager under the policy?

Those in management roles or other key posts have specific responsibilities to ensure the policy operates effectively.

Managers are accountable for ensuring that:

- all staff, partners and relevant others have access to the safeguarding policy, are aware of its contents and are clear about the responsibilities it places on them
- local reporting procedures are in place and clearly displayed
- procedures are in place for reporting *and responding to* concerns, including clear links to external sources of support and investigation where available
- safeguarding roles and responsibilities locally are clearly defined and understood
- all work is risk assessed and steps taken as necessary to minimise risks to children
- job specifications/volunteer assignments/terms of reference, etc, clearly outline generic and specific safeguarding responsibilities
- safeguarding is referenced in all contracts, grant/partnership agreements etc.
- issues relating to safeguarding are fully integrated into existing management processes, ie recruitment and selection, induction, supervision, team meetings etc
- The Director must inform their external partners and donors should issues arise and concerns arise and explain to them what happened and what action was taken
- All organizational policies particularly recruitment and selection procedures and practices take full account of child protection issues

- measures for raising awareness and identifying training needs are put in place, and identified needs are met, e.g. via supervision, performance management
- ongoing support is provided for managers, staff and others working with children on the Foundation's behalf
- Safeguarding policies and systems are subjected to revision every three years (or sooner if necessary) and the process is fully documented so that appropriate action can be taken and lessons from experience drawn together at local and corporate levels.

Staff Guidelines

What are my responsibilities as a member of staff under the policy?

Everyone's prime responsibility is to safeguard and promote the welfare of children and to prevent abuse. All staff, volunteers, consultants, Board Members, trustees and other representatives of BfDE must be familiar with the policy and be aware of the problem of abuse and the risks to children. This means raising any concerns you may have about the safety of children and/or the behaviour of adults. It also involves making sure contact with children is consistent with the Code of Conduct contained in the policy.

What is the scope of the policy? Does it apply to me in my private life too?

Everyone who works for or with Bees for Development Ethiopia in any capacity (full time, part time, paid, unpaid, volunteer, researcher, consultant, board members and trustees) or is a service user/ beneficiary is covered by the policy. It covers contractors, partners, consultants, and visitors to the organisation.

In general it does apply to individuals in and outside the workplace. Some of the reasons for this include:

- Staff are seen as representative of the organisation by the public and in that sense are 'never off duty'
- Actions towards children outside work time that may constitute abuse and which come to the attention of the organisation, cannot be ignored and will be responded to under the child safeguarding policy