

Programme Safeguarding Policy

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CHAPTER 1

INTRODUCTION

1.0 Introduction

This safeguarding policy document contains the safeguarding framework for Catalyst Foundation Catalyst Foundation - 'SHE' - Registered Charity Number 1193385. Herein is the safeguarding standard, roles and responsibilities, prevention, code of conduct and the reporting framework for safeguarding concerns.

1.1 Commitment

Catalyst Foundation prioritises the protection of its beneficiaries and staff. Abuse or misconduct in any form against the beneficiaries we serve is unacceptable and investigated. Catalyst Foundation is committed to continuous improvements of its safeguarding frameworks in line with its values and principles.

1.2 Vision

To be a catalyst for change for young girls in Africa.

1.3 Values and Principles

- Stewardship, care, impact
- Security, Hope, Empowerment
- Life-long learning, Service, Human relationships
- Integrity, Humility, Passion
- Excellence, Integrity, Compassion
- Open, Innovative, Trusted
- Frankness, Listening, Energised
- Community-led, honest, transparent
- Visionary, Collaborative, Enabling

1.4 Safeguarding Standards

Catalyst Foundation holds itself and partner organisations accountable to the standards outlined here below. This document is reviewed on an annual basis. A written and contextually relevant programme

safeguarding policy is available and is clear. It addresses the need to prevent and respond to programme safeguarding concerns. Safeguards are stipulated for staff recruitment, assessing their suitability to work with children. Background checks and references are required and followed up.

All Catalyst Foundation staff are made aware of what is expected from them and their responsibilities as per policy. All sub-contracted parties must meet these requirements as well. The reporting procedures put in place are clear. Staff, young girls and their families are able to raise safeguarding concerns whenever they arise. All communicated concerns are promptly responded to, recorded and followed up on.

There is clear commitment to the implementation of established programme safeguarding measures. They are monitored and reviewed annually to ensure effectiveness.

1.5 Definitions and Terms

Catalyst Foundation Staff: for the sake of brevity, the term “Catalyst Staff” in this document includes all categories of persons detailed under the 1.7 Scope section.

Child means every human being under the age of 18.¹

Child abuse or maltreatment constitutes 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.²

Child sexual abuse is the involvement of a child in sexual activity with an adult or another child who by age or development is in a relationship of responsibility, trust or power, the activity being intended to gratify or satisfy the needs of the other person. This may include but is not limited to: 1. the inducement or coercion of a child to engage in any unlawful sexual activity; 2. the exploitative use of a child in prostitution or other unlawful sexual practices; and 3. the exploitative use of children in pornographic performances and materials.³

Commercial or other exploitation of a child refers to use of a child in work or other activities for the benefit of others. This includes, but is not limited to, child labour and use of children for prostitution. These activities are to the detriment of the child’s physical or mental health, education, or spiritual, moral or social-emotional development.⁴

Contact with children means working on an activity or in a position that involves or may involve any interaction with children, no matter how minimal, either under the position description or due to the nature of the work environment. This includes indirect interaction with children in the community.⁵

Cyber relates to or is characteristic of the culture of computers, information technology, and virtual reality.⁶

Cyber bullying refers to bullying with the use of digital technologies. It can take place on social

media, messaging platforms, gaming platforms and mobile platforms. It involves repeated behavior, aimed at angering, scaring or shaming those who are targeted. Examples include spreading lies about or posting embarrassing photos of someone on social media, impersonating someone and sending mean messages to others on their behalf and sending threats or hurtful messages via messaging platforms.⁶

Emotional abuse includes the failure to provide a developmentally appropriate, supportive environment, including the availability of a primary attachment figure, so that the child can develop a stable and full range of emotional and social competencies commensurate with their personal potential and in the context of the society in which the child lives. There may also be acts towards the child that cause or have a high probability of causing harm to the child's health or physical, mental, spiritual, moral or social development. These acts must be reasonably within the control of the parent or person in a relationship of responsibility, trust or power. Acts include restriction of movement, patterns of belittling, denigrating, scapegoating, threatening, scaring, discriminating, ridiculing or other non-physical forms of hostile or rejecting treatment.⁸

Female Genital Mutilation (F.G.M) comprises all procedures that involve partial, total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons.⁹ There are four types of F.G.M which include Clitoridectomy, Excision, Infibulation and Others. FGM is internationally recognized as a violation of the human rights of girls and women, reflecting inequality between the sexes. As FGM is almost always carried on minors, it is also a violation of the rights of children.

Physical abuse of a child is that which results in actual or potential physical harm from an interaction or lack of an interaction, which is reasonably within the control of a parent or person in a position of responsibility, power or trust. There may be single or repeated incidents.¹⁰

Prevent refers safeguarding children and adults and providing early intervention to protect and divert people away from being affected by abuse.¹⁰

Safeguarding is the responsibility that organisations have; to make sure their staff, operations, and programmes do no harm to children; and that they do not expose beneficiaries to abuse.¹² Any concerns the

organisation has about children's safety within the communities in which they work, are reported to the appropriate authorities. Child protection is the part of the safeguarding process where it is necessary to intervene when there is a reasonable belief that a child is at risk of significant harm, and should be seen in the broader context of safeguarding and promoting the welfare of children.

School Education means primary or secondary education for children comprising a complete range of suitable full-time instruction and activities, having regard to the age and gender of the children.¹³ It is an inalienable and universal right that enhances the exercise of other rights.

SHE girls are the beneficiaries of Catalyst Foundation's SHE Project. These are selected after an assessment which employs the SHE Project Assessment Form (see annex IV)

Working with children means being engaged in an activity with a child where the contact would reasonably be expected as a normal part of the activity and the contact is not incidental to the activity. Working includes volunteering or other unpaid work.¹⁴

1.6 Scope

This policy applies to:

- all staff employed or engaged by Catalyst Foundation, including paid full-time or part-time staff;
- Trustees and Advisors to the Board
- Volunteers recruited by Catalyst Foundation,
- Interns and other contracted personnel, including consultant, regardless of whether they will work directly with children.

1.7 Roles and Responsibilities

All Catalyst Foundation staff are responsible for adhering to this policy. Establishing clear governance and accountability mechanisms is critical to successful implementation. Therefore, the policy will be 'owned' by the Programme Management Office, and the CEO will bear the ultimate responsibility, as delegated by the Board, for its overall implementation. The Safeguarding Lead role shall be delegated to the in-country Field Programme Manager and the Safeguarding Deputy Lead will be appointed regardless of being out of the target area of implementation. An independent external party who is competent and familiar with the workings of non-profit organization shall be appointed as the alternate. The in-country alternate Safeguarding Lead will be selected through verified referrals and recommendations.

1.8.1 All staff

Each member of staff (as detailed above in 1.7 Scope), agrees to familiarise themselves with this policy and comply fully with its standards and its chapter on code of conduct. Staff are required to be aware of risks to children and be vigilant. Staff are also responsible to report any concern about the safety of children as per the reporting procedure in Chapter 3 and to participate fully in any safeguarding inquiry if requested.

1.8.2 Trustees

Trustees hold the CEO accountable for the overall implementation of the policy and request regular reports on progress through the CEO's report. Trustees have the final sign-off on the policy.

1.8.3 The CEO

The CEO, assisted by the FPM, will manage the process of implementation and will report regularly on progress to the Board of Trustees and to Staff. The CEO will be accountable to the Board for ensuring Catalyst Foundation is on track to meet its commitments in full, as described in the policy.

1.8.4 Management

Management includes Managers, Heads of Programmes and those with supervisory responsibilities. They are responsible for good practice by championing the safeguarding of children within their programmes and ensuring staff compliance with this policy.

1.8.5 Programme staff

Programme staff are responsible for the promotion of good safeguarding practice to the children they work with.

1.8.6 Human Resource staff

Human Resource staff are responsible for adhering to the standards of safe recruitment in 2.2 Child - Safe Recruitment.

1.8.7 Field Programme Manager

The Field Programme Manager (FPM) is responsible for the management of the reporting procedure. This includes regular monitoring of reporting channels and adhering to the steps of the reporting procedure, including the reporting framework. The FPM commits to responding appropriately and referring safeguarding concerns promptly to the relevant authorities as required. The FPM will participate in specific trainings recommended by the CEO to be able to fulfill their role appropriately.

CHAPTER 2

PREVENTION

2.0 Risk Assessment and Management

Catalyst Foundation carries out regular risk assessments to its staffing, programming and operations and develops appropriate actions to manage identified risks. As Catalyst Foundation has presence in two countries, relevant parts of this policy and the reporting framework will be adapted to the local context and localised risk assessments will be carried out.

2.1 Child-safe Recruitment

Catalyst Foundation acknowledges that creating safe environments for children starts with the appointment of suitably qualified, skilled and vetted staff who have the desired competencies and skills to carry out their function in an effective, efficient and safe manner. The recruitment processes used within Catalyst Foundation aim to be in the best interests of children and will reflect our commitment to protect children from harm and abuse.

In addition to Catalyst Foundation's standard recruitment processes, the following child safeguarding measures are applied:

- All applicants will be required to undergo compulsory vetting processes (which include police criminal background checks, subject to local jurisdictions). By virtue of starting employment with Catalyst Foundation, all employees will sign a declaration stating that there is no known reason or event that would render them unsuitable for the post. Space for declaration of any criminal convictions or ongoing criminal prosecutions against them will be issued (see Annex II for sample).
- Applicants will also be required to submit the names of two referees who will be asked to provide references, including the referees' considered view on the candidate's suitability to be in contact with children. Catalyst Foundation reserves the right to follow up with any previous employer.
- The successful applicant will only be offered a position subject to: (a) suitable references; (b) proof of qualifications; (c) relevant vetting/ clearance procedures; and (d) positive proof of

identification.

2.3 Selection of consultants 'working with children'

All consultants or other contractors identified as working with children will be required to undergo relevant vetting processes (which may include police criminal background checks, subject to local jurisdictions). Prior to deployment, they will sign a declaration stating that there is no known reason or event that would render them unsuitable for the post, and declaring any criminal convictions or ongoing criminal prosecutions against them.

2.4 Code of Conduct

All those covered by the policy commit to respecting, promoting, upholding and protecting, at all times, the rights of the child as set out in the UN Convention on the Rights of the Child (1989). The standards of behaviour set by the Code (in bullets below) are required of all those covered by this policy in respect of their conduct towards all children. Adherence to these standards will be interpreted within the framework of the UN Convention on the Rights of the Child. Anyone found to be in breach of the Code will be subject to disciplinary action, up to and including dismissal or termination of employment or other arrangement with the Foundation.

- Always treat children with respect regardless of their sex, ethnic or social origin, language, religious or other beliefs, disability, sexual orientation, gender identity or other status.
- Use language or behavior towards children that is at all times appropriate and in no way harassing, abusive, sexually provocative or demeaning.
- Sexual activity with children is prohibited regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not a defence.
- Engaging children in any form of sexual activity, including paying for sexual services, i.e., exchange of money, employment, goods or services is prohibited. This includes exchange of assistance that is due to them.
- Wherever possible, ensure that another adult is present when working in the proximity of

children and when inviting children home, unless the relevant precautions have been taken.

- Inappropriate use of any computers, mobile phones, video / digital cameras or other electronic devices, including to access, view, create, download or distribute online sex abuse images of children, is prohibited.
- Physical punishment, discipline, or use of inappropriate physical force of any kind towards children is prohibited.
- The use of children for domestic or other labour is prohibited when it: is inappropriate for the child's age or developmental capacity; interferes with the time available for school education and recreational activities; or places him or her at significant risk of injury, exploitation or abuse.
- Immediately report any concerns, suspicions, incidents or allegations of actual or potential child abuse or any breaches of this policy in accordance with appropriate procedures and to the designated in-country Alternate Safeguarding Lead (see below), charged with receiving such complaints. The person who makes a report in good faith will not be subject to retaliation. A person may report on an anonymous basis; although that may impede the CEO's ability to thoroughly investigate the allegations. Personal conduct outside work or engagement with Catalyst Foundation taken outside working hours that are seen to contradict this policy will be considered a violation of the policy. Catalyst Foundation employees are required to adhere to principles of the Programme Safeguarding Policy both at work and outside work.

2.5 Training and Staff Development

The Designated Safeguarding Lead will be responsible for conducting workshops with beneficiaries with an aim to raise awareness of this safeguarding policy.

2.6 Awareness raising and training

Catalyst Foundation understands that, for the policy to be well understood and effectively implemented, it is essential that there are high levels of awareness and knowledge regarding the policy and that staff and others are clear, confident and competent in putting the policy into practice. Catalyst Foundation,

therefore, commits to:

- Disseminate and promote the policy in a range of ways (e.g., website, hard copies and verbally). Copies of the policy will be made available and accessible to all stakeholders, both in hard copy and electronically.
- Catalyst Foundation will produce local language versions for countries where Catalyst Foundation has an office to ensure that the policy is fully understood by all relevant parties, both within and external to Catalyst Foundation. In cases where relevant party is unable to either read or write, an interpreter would be employed to orally interpret this document into the former's mother tongue.
- Catalyst Foundation will adapt the reporting procedure for countries where Catalyst Foundation has an office to ensure that any breach of the policy will be dealt with in an appropriate manner and as per the national legal frameworks.
- Regular briefings and trainings will be provided as part of the roll-out of the Policy and these, or elements of these, will be incorporated into standard induction processes for all staff. Training on the policy will be compulsory and will be carried out annually. Newly recruited staff will receive induction sessions and will participate in the next available training.
- Catalyst Foundation will ensure access to regular training updates and refresher courses to ensure that the policy continues to be embedded and that staff are made aware of changes and developments to the policy and its implementation.

2.7 Child-safe Grant-seeking

Catalyst Foundation will not compromise the best interests of children when seeking donations, sponsorship or grants. If the terms of the sponsorship / grants / donations are contrary to this policy, they are bound to be bypassed.

2.8 Child-safe Communication

The public use of images and stories of children can pose potential protection-related risks to them. It is therefore important to have the child's best interests at heart when using their images and stories. This entails respecting their dignity and rights, including the right to privacy and their right to be heard. Consent should always be gained before taking images of children. Catalyst Foundation should ensure that:

- any images taken are approved by the parents, guardians and school authorities, that they in turn have gained the written consent from parents/ guardians and verbal consent of children.
- images or stories do not reveal the identity or location of the child;
- care is taken to preserve the identity of vulnerable children; and
- images depicting children that are taken during site visits can be used by Catalyst staff on personal media accounts in the best interests of the organization and within the boundaries of this policy. More detailed guidelines on the use of images and stories of children are found in Annex I.

CHAPTER 3

REPORTING AND RESPONDING TO PROGRAMME SAFEGUARDING CONCERNS

3.0 Adapting the Procedures to Different Contexts

A key element in making appropriate and effective responses to child protection concerns is having a clear picture of the local context so that responses are made in line with legal, social welfare and any other considerations. In Zimbabwe reporting will be guided by the Children's Act Chapter 5:06. In the United Kingdom reporting will be informed by the Children's Act 2004.

3.1 Reporting Framework for Catalyst Foundation Staff

Catalyst Foundation is committed to responding to all reports or indications, including insinuations or rumors, that suggest a child may be harmed or at risk of harm. The safety of child(ren) must be of paramount concern at all times. The Field Programme Manager (FPM), in Zimbabwe, is responsible for ensuring the effectiveness of the reporting procedure outlined below, in consultation with the Deputy Safeguarding Lead, so that suspected cases of abuse and / or breaches of the Programme Safeguarding policy by Catalyst Foundation staff are responded to appropriately and referred promptly to the relevant authorities as required.

Catalyst Foundation's designated in-country Alternate Safeguarding Lead in Zimbabwe will receive all reports, through email (cleomakoni@gmail.com), telephone (+263773648148), in-person or through a member of staff, informing the Catalyst Foundation's CEO within 24 hours of receipt, who will ensure that incidents are dealt with appropriately.

- The first step of any reported incident is to ensure the safety of the child(ren) concerned. Placing the child in a place of safety if their well-being is threatened.

- All reports and concerns should be recorded using the form in Annex III. The FPM will be responsible for gathering information.
- No person who makes a report in good faith will be subject to retaliation. A person may report on an anonymous basis although that may impede the FPM's ability to thoroughly investigate the allegations. The CEO may inform appropriate colleagues during the investigation. The Foundation will strive to maintain confidentiality to protect the affected individual(s). In its goal of engaging in a thorough investigation, Catalyst Foundation may, however, be required to disclose the allegations or result of the investigation to the authorities.
- Investigations will be handled by the CEO, fairly and consistent with the principles of natural justice (i.e., rule against bias and the right to a fair hearing). Investigations will be objective, transparent, and will be guided by external professional expertise and support when required.
- Disciplinary measures taken as a consequence of the breach of the policy will be proportionate and justifiable to the nature of the breach. Situations will be reviewed on a case-by-case basis prior to applying sanctions proportionate to the breach. The reporting mechanisms and referral pathways will be widely publicized and accessible. The policy is published on the Foundation's website, along with an email address and an online form for reports.

3.3 The FPM

The Field Programme Manager (FPM) is responsible for the management of the reporting procedure. This includes regular monitoring of reporting channels and adhering to the steps of the reporting procedure, including the reporting framework. The FPM commits to responding appropriately and referring safeguarding concerns promptly to the relevant authorities as required. The FPM will participate in specific trainings recommended by the CEO in order to enhance their ability to fulfill their role appropriately.

CHAPTER 4

IMPLEMENTATION, MONITORING AND REVIEW OF THIS POLICY

4.0 Implementation, Monitoring and Review

Catalyst Foundation will ensure that implementation of the Programme Safeguarding Policy is subject to regular monitoring and review (although changes may be made prior to formal review, should legal, policy or practice changes suggest this is necessary). Resources required (human, financial and time) to support the implementation of this policy will be made available on a yearly basis.

The CEO will present reports on progress towards full implementation of the policy to the Board on an annual basis. These reports will include updates and a summary of progress as well as key successes, challenges and obstacles to implementation. The reports will also include any breaches of the policy, subsequent actions and outcomes so that the nature and frequency of protection incidents can be monitored over time and identified gaps responded to.

5.0 REFERENCES

1. UN General Assembly, **Convention on the Rights of the Child**, 20 November 1989, United Nations, **Treaty Series**, vol. 1577, p. 3, available at: <https://www.refworld.org/docid/3ae6b38f0.html> [accessed 7 April 2021]
2. Krug, E. G., Dahlberg, L., L., (2002) *World Report on Violence and Health: Child Abuse and Neglect by Care-giver*, World Health Organisation, Geneva.
3. Krug, E. G., Dahlberg, L., L., (2002) *World Report on Violence and Health: Child Abuse and Neglect by Care-giver*, World Health Organisation, Geneva.
4. Government of Zimbabwe Children's Act (Chapter 5:06), Government of Zimbabwe, Harare
6. United Nations Children's Fund (2021) *Cyber Bullying: What it is and how to stop it* <https://www.unicef.org/end-violence/how-to-stop-cyberbullying>
7. Krug, E. G., Dahlberg, L., L., (2002) *World Report on Violence and Health: Child Abuse and Neglect by Care-giver*, World Health Organisation, Geneva.
8. World Health Organisation, *Understanding and Addressing Violence Against Women: Female Genital Mutilation* http://www.who.int/iris/bitstream/10665/77428/1/WHO_RHR_12.41_eng.pdfh
9. Krug, E. G., Dahlberg, L., L., (2002) *World Report on Violence and Health: Child Abuse and Neglect by Care-giver*, World Health Organisation, Geneva.
10. Safeguarding. Working together to safeguard children, DfE, 2013; www.gov.uk/government/publications/workingtogether-to-safeguard-children
11. Government of Zimbabwe (1987) *Education Act (Chapter 5:04)*, Government of Zimbabwe, Harare.

12. Krug, E. G., Dahlberg, L., L., (2002) World Report on Violence and Health: Child Abuse and Neglect by Care-giver, World Health Organisation, Geneva.
13. United Nations High Commission for Refugees (1997) **Action for the Rights of Children**, United Nations, Geneva.

ANNEXES

6.0 Annex I: Guidelines for Using Images of Children

1. The public use of images and stories of children poses potential protection-related risks:

Images containing personal information can be used as a means of identifying children, making contact with them at a distance or even tracing them to where they live.

2. Images are not to be altered or adapted for inappropriate use:

Displaying and using inappropriate images, stories etc., or images and stories for which consent and permission have not been obtained is unethical and may lead to increased organisational risks, such as reputational damage.

- Personal information about a child (such as full name and date of birth or full names of family members) and information that could be used to identify his/her specific location within a country (such as village or community names, etc.) should not be used.
- Children that have experienced violence, exploitation, have been otherwise abused or are in some way particularly vulnerable or at risk if identified, should not have their faces displayed or in any other way be represented in a way that may lead to their identification. In addition, their real names should be changed, and this change be indicated. Other identifying details should also be changed.
- Images of children should have no negative impact on their dignity or privacy.
- All images and stories, along with accompanying details of individuals, should be used and kept according to relevant data and privacy laws. It is recommended that: images are stored securely (e.g. lockable safe / cabinet, electronic files password protected, limited access etc.); and images are destroyed two years after the date on the consent form unless further consent is agreed.
- The informed, oral consent of the child and parent and guardian's written consent should always be obtained before a photograph or image of a child is taken and used, and its intended and / or

possible use(s) explained. The implications of using images, including risks and possible negative consequences, especially where images used on websites should also be fully explained.

Child-friendly consent forms should be used for obtaining consent from children and, where possible, the child and family should be shown the image before it is published.

- Group photographs: as with individual photographs, it should be explained to the group what the photographs will be used for and consent sought from individuals in the group. Any individuals who wish to opt out should be allowed to do so.
- General photographs: where using images of children in crowd scenes where it may be difficult or impossible to get consents, the following should be taken into consideration:
 - a. Would the children, or the guardians / parents for children, under 13 in the UK, attending the event expect photographs to be taken?
 - b. Would children in the photograph probably consider themselves to be in a public place, with no expectation of privacy?
 - c. Is it unlikely that anyone would object to the photograph being taken? (An individual could be in a public place but may not want any images of them being used.)
 - d. Where photographs are being taken at a planned event, as far as possible individuals should be told in advance that cameras will be used and how the photos will be used, in order that they can opt out of the event or notify organisers that they do not wish to be featured in any photographs.
 - e. Guidelines for use of photographers/writers/ graphic designers contracted by Catalyst Foundation

Independent photographers and writers commissioned by Catalyst Foundation are considered as contractors / consultants and as such are subject to the policy.

3. Reporting concerns:

Concerns regarding inappropriate use of the images of children should be reported to the in-country Alternate Safeguarding Lead.

6.1 Annex II: Declaration for Staff, Consultants and Volunteers of Catalyst Foundation

To be appended to contract of employment or consultancy.

- I have read and understood Catalyst Foundation’s Programme Safeguarding Policy and accompanying Procedures and Guidance.
- I agree to abide by Catalyst Foundation’s Programme Safeguarding Policy and Procedures.
- I also declare that I have disclosed to Catalyst Foundation any issue which could give rise to any child protection concern — real or perceived — regarding my suitability for employment or consultancy. I confirm that I have no criminal prosecutions pending, nor have I been previously convicted of any offence involving inappropriate conduct with children.

Full Name

.....

Signature

Date

.....

.....

6.2 Annex III Case Report Form

All allegations, complaints or suspicions of abuse should be recorded as close as possible to the time of the incident. Details of incidents should be recorded in as much detail, and as accurately as possible. Any disclosures of abuse being made by children and young people should be a reflection of what was actually said. Do not try and interpret any of the information. Just record what was said or witnessed.

Date and time of incident or disclosure
Name, age, school, any disabilities of person(s) involved
Names of parents or carers, address and telephone numbers of person(s) involved

Names, ages, telephone numbers and addresses of any witnesses
Name, role and contact details of person completing this form
Details of what happened or disclosure of allegations (do not interpret information – use the same language that was used by the young person or child). Are you reporting your own concerns or those reported by somebody else?

--

What action was taken (if no action was taken explain why)

--

--

Who did you report the incident to (names and contact details)

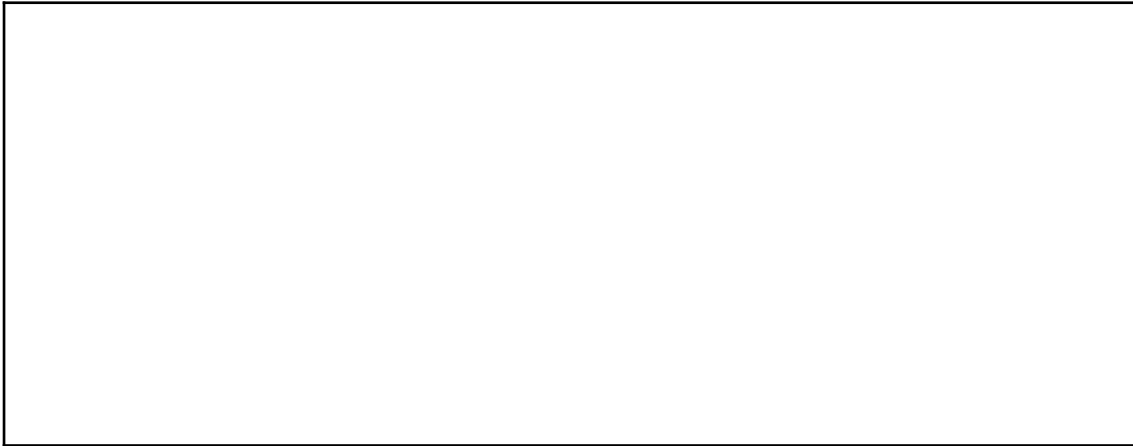
Within Catalyst Foundation?
Other agencies?
Parents or Carers?

Are any other young people potentially at risk?

--

Any other relevant information

--



Signed:

Date:

Time:

.....

This form should be kept in a secure and safe place, in compliance with Catalyst Foundation Storage policy.

You should seek further guidance and support from:

- Talent Rusinga, Safeguarding Lead – talent@catalystfoundation.life
- Catalyst Foundation – call +263785136577
- Alternate Safeguarding Lead – cleomakoni@gmail.com
- Deputy Safeguarding Lead - +263773648148

6.3 Annex IV: SHE Project Assessment Form

1.0 Child details

Name:

.....

Middle Name:

Surname:

.....

Age:

.....

Date of birth:

Do you have official documentation? YES / NO

If not, please explain:

2.0 Physical health

Do you have any health conditions? YES / NO

If yes, explain.....

How do you get to school?:

How long does it take to get there?:

.....

Are there days you cannot come into school? YES / NO

If yes, explain.....

What is your favourite subject?:

Which subject do you find the hardest?:

4.0 Family circumstances

Who do you live with?:.....

(tick any of the following)

- Mother
- Father
- Step-parents
- Maternal grandparent/s
- Paternal grandparent/s
- Do you have any siblings

If yes, indicate names, ages, schools attended:.....

Other.....

Have there been any family bereavements? YES / NO

If yes, what was the cause of the loss(es).....

Who is in the immediate family?.....

Are any of your family unwell?.....

5.0 Living environment

Where do you live?:

What kind of material is the house made from?

- Roof.....
- Walls.....
- Light source
- Where do you source water?.....

How long have you lived there?:

What household jobs/chores do you do?.....

How many hours are spent on chores / day?.....

Do chores interfere with studying? YES / NO

Would the parent or caregiver consent to a home visit?: YES / NO

6.0 Financial circumstances

What is the family's financial situation?.....

Who works in the immediate family?.....

What are the costs of the following and who currently pays?

ITEM	COST	PAID BY
Sanitary Products / Month		
School Fees		
Textbooks		
Uniform		
School Lunch		

Do you carry out any paid work?: YES / NO

If yes, explain:.....

Do you receive any other sponsorship from another organisation?: YES / NO

If yes, give details.....

Guardian / Parent's Full Name:

Signed:

Completed by:

Signed:

Date:

Comments (For Field Officer's Use Only)

.....

.....

.....

.....

.....

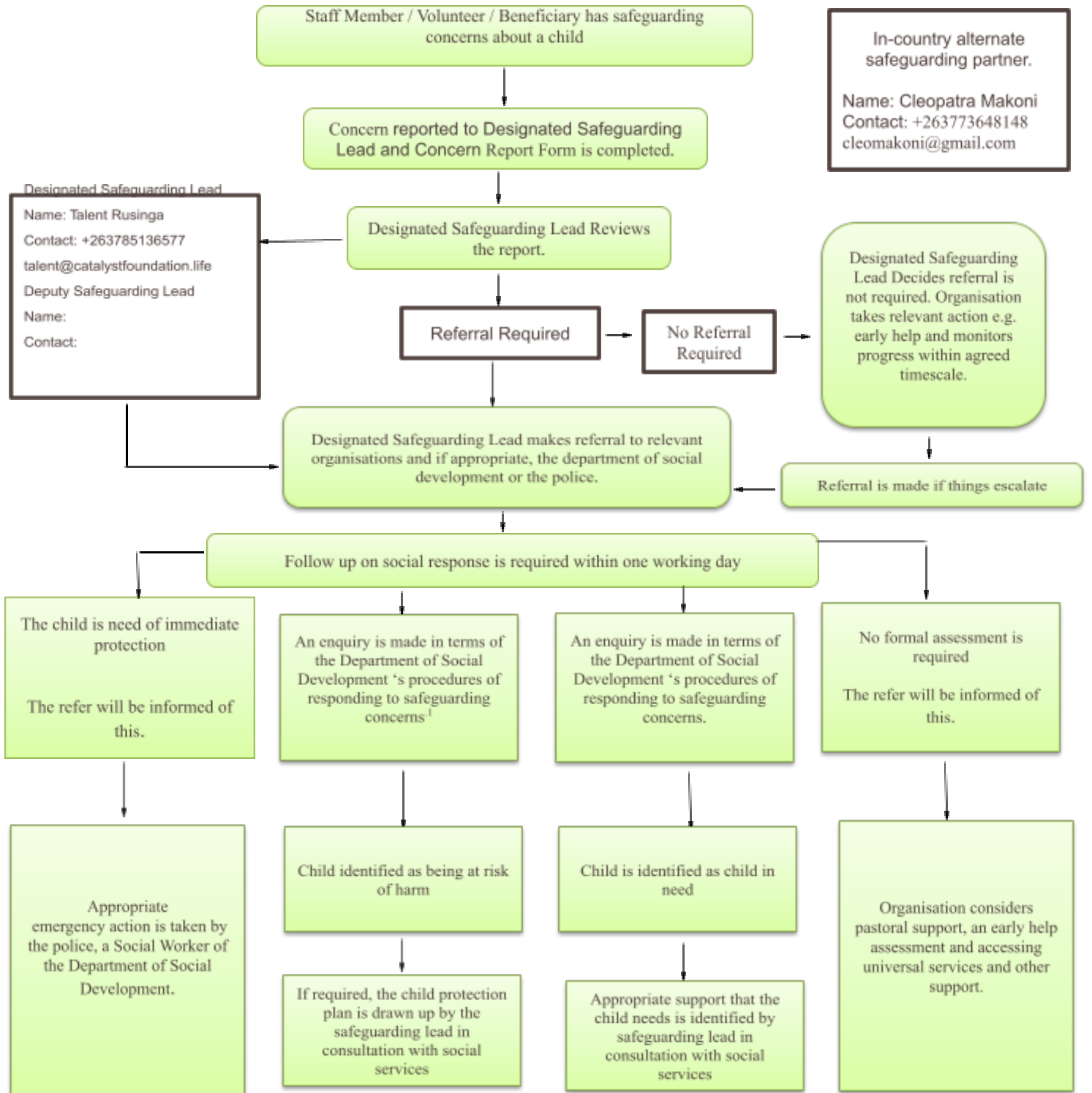
.....

Criteria for referral onto programme - please tick all boxes:

- Under 12 years old before starting school on 01.01.21 (possible exceptions if exact age is unknown or the child started school late. Special cases of older deserving children can be agreed by the headquarter office)

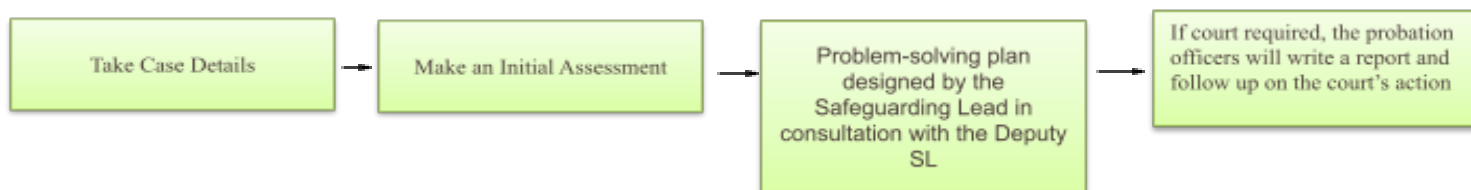
- Are they orphaned (lost one or both parents) or do they have a chronically-ill parent?
- Do they live in the area Catalyst Foundation works in?
- Does their caregiver give consent for the programme?
- Does the caregiver give consent for Catalyst Foundation to store information about the child and family?
- Does the child have no other means of accessing school?
- Does the child consent to taking part in the programme / attending school?

6.4 Annex VI: Flowchart of procedures to respond to safeguarding concerns.



All concerns and correspondence will be kept in a secure, confidential file. The child's circumstances will be kept under review at all stages and a referral will be made again if appropriate for improving the child's circumstances. The child's best interests must always be considered at each stage.

1. The Department of Social Development's procedure for addressing safeguarding concerns.



Change Record

Date of Change:

Changed By:

Comments:

Policy approved by the Trustees:

