



SAFEGUARDING POLICY

Summary Version



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Our Commitment



TOLERANCE

“ We would not accept any form of abuse or harm against the people who come into contact with our organisation ”



Section 1: Purpose

The African Women's Development and Communication Network (FEMNET) is a pan-African women's rights organisation which works with women's movements and organisations to transform the lives of women.

We will not put up with any form of abuse & harm towards the people we work with by the people who work with our organisation

Section 2: What is Safeguarding?

SAFEGUARDING

Safeguarding is FEMNET's responsibility to ensure that our staff, operations, and programmes do not put children, women and vulnerable adults (*such as sex workers and people who identify as LGBTQI*) in danger of being abused, exploited or harmed.

CHILD SAFEGUARDING

Child safeguarding is how FEMNET removes or reduces the possibility of a child or children being harmed or hurt when they come into contact with the organisation's work.



ADULT SAFEGUARDING

Adult safeguarding is how FEMNET keeps vulnerable adults, including its staff and representatives who work with the organisation safe.



SAFE PROGRAMMING

Safe programming means making sure that programme participants are protected from intentional or unintentional harm caused by FEMNET's programmes (*including communications, campaigns and advocacy*) are designed, implemented and monitored.



Section 3: Protection from Sexual Exploitation, Abuse & Harassment

Protection from sexual exploitation, abuse and harassment (PSEAH) is a word that is used by the United Nations and non-governmental organisations to describe actions that are taken to protect those who receive support from organisations from sexual exploitation, abuse and harassment by the personnel or representatives of these organisations.

①

Sexual Harassment

Unwelcome sexual advances, jokes, pressure, requests for sexual favours and offensive requests or other unwelcome verbal or physical behaviour or acts of a sexual nature, regardless of a person's sex, gender or sexual orientation.



②

Intimidation

Unreasonable use of status or authority which requires an individual to perform an action or task that the individual knows to be inappropriate, illegal, or in direct conflict with the organisation's policies or procedures.




③


Bullying

This is when someone threatens another person or a group of people badly. This behaviour does not happen once, it happens again and again and it makes the other person feel sad and upset.



Section 4a: Scope (Who should abide by this Policy?)

 Everyone who works for FEMNET has to make sure that they keep people who they come into contact with as a result of their work safe from all types of abuse and harm.

 Those working for or on behalf of FEMNET must obey and use the information that is in this document by keeping people safe in every part of FEMNET's work.



Section 4b: Scope (Who is protected under this Policy?)



FEMNET will do all it can to protect anyone (especially children and adults at risk) who comes into contact with the organisation.



Contact can be made directly through physical engagement or in directly through our media and advocacy work.



It is the duty of those working on behalf of FEMNET to keep children, adults at risk, representatives and community members safe from abuse, harm and exploitation anytime contact is made.



Children & youths



Adults at Risk



Staff & Representatives



Community Members

Section 5: Policy Statement

This Policy demonstrates FEMNET's commitment to keep children and at-risk adults safe from harm and abuse irrespective of their age, sex, gender, gender identity, sexual orientation, nationality, ethnic origin, colour, race, religious or political beliefs, disability, physical or mental health, socio-economic background, or any other aspect of their background or identity. The Policy provides standards and guidelines on which to base individual and organisational practice.

Associated Policies

- 1 Whistleblowing Policy
- 2 Code of Conduct
- 3 Anti-Corruption Policy
- 4 IT & Data Protection Policy
- 5 Human Resources Policy

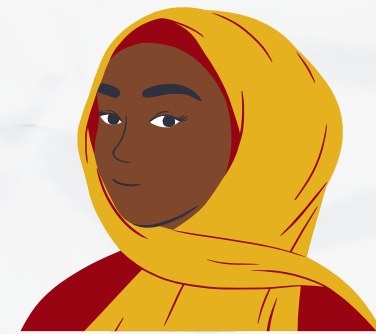


Section 6: Policy Framework

The way we take to keep people safe is divided into three main areas:



Section 7: Guiding Principles



1 DO NO HARM

FEMNET recognises that it has the duty of care towards children, women, adults at risks and anyone who comes into contact with our organisation and will do its best to mitigate risks that can cause harm to those in need of protection and assistance.

2 INTER-AGENCY PRINCIPLES

FEMNET is committed to the 6 core principles on the prevention of sexual exploitation and abuse of the people receiving aid from NGOs.

3 FEMINIST APPROACH

FEMNET uses feminist leadership to address power imbalance and encourage the participation and inclusion of the most vulnerable people in our organisation and community.



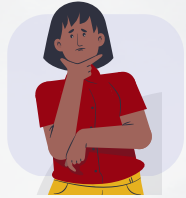
4 HUMAN RIGHTS

FEMNET uses international, regional and national human rights treaties and legislations as a guide to protect children, women and anyone who comes into contact with our organisation

Section 8: Prevention Strategy

We would do our best to stop abuse from happening by:

01



Letting the people who work for us **know how to keep people safe.**

02



Informing the people we come into contact with **about our policies and unacceptable behaviour.**

03



Making sure that only people who want to keep people **safe work for our organisation.**

04



Writing down the things can cause harm and discussing them again and again.

06



Running programmes only when we understand if they would harm people and what we can do to reduce the chances of the harm happening.

07



Only **working with other organisations** who also make sure that they keep people safe.

08



Finding out **every year how well we are doing to keep people safe.** Writing down what we can do better and doing what we said we would.

Section 9: Reporting Procedures

FEMNET understands the importance of putting in place child and user-friendly ways that are safe and confidential or people to report when they have a concern. This will encourage survivors/victims of abuse to report such incidents so that timely response actions can be taken to prevent further harm, abuse, reprisals, and stigmatisation of the survivor/victim by the perpetrator.

Who can I talk to if I have a concern?



①

Safeguarding Focal Point

②

Line Manager (for staff)

③

Executive Director

④

Email: Speakup@femnet.or.ke

Section 10: Response Procedures

Support

We will ensure that anyone who has been abused or harmed gets the help they need. This can be going to the hospital or talking to someone.



01

Find Out

When someone is harmed or abused we will do our best to find out what happened.



02

Take Action

When someone tells us they have been hurt we will do our best to make sure that they are safe and make the best decisions to solve the problem.



03

Correct

Depending on what happened. The person who hurts or harms another person will be disciplined in line with FEMNET's policies and Kenya labour laws.



04

Section 11: Safeguarding Standards

Advocacy, Media & Comms

We will not expose our programme participants to intentional or unintentional harm when we print, broadcast, or post information about our feminist views.

Information & Technology

We will make sure that when we use the internet or other digital devices that we also keep people safe.

Partners & Members

Our partners will have to show that they also keep people safe



01|



02|



03|

Section 12: What We Expect of those Who Work for FEMNET

02

Any one who works for FEMNET is not allowed to hurt, abuse or harm our programme participants



Any one who works for FEMNET is not allowed to hurt, abuse or harm any adults especially those who have a greater possibility of being hurt.

01

Anyone who works for FEMNET should not ask for or give sex or anything else in return for the free services we provide.



03

Any one who works for FEMNET should contribute to a workplace that is free from abuse, bullying, harassment and intimidation. They should also tell us when they think or know that abuse has happened in any places we work.

04



Section 13: The Safeguarding Pledge

- 1** I will not engage in sexual activity with anyone **under the age of 18**.
- 2** I will not **exchange money, employment, goods or services** for sexual favours or activities.
- 3** I will not subject a child, young person or vulnerable adult to **physical, emotional or psychological abuse, or neglect**.
- 4** I will not engage in **unprofessional behaviour that constitutes sexual abuse, exploitation, harassment and intimidation** with programme participants, staff or community members.
- 5** I will not engage in **sexual relationships or grooming of a young person** (physical or online) with individuals who receive assistance and support from FEMNET since they are based on unequal power dynamics.
- 6** I will **report any concerns or suspicions** regarding sexual exploitation, abuse, harassment and all forms of harm perpetrated by FEMNET staff members or representatives to the Safeguarding Focal Point.
- 7** I will practice **safe communication** by obtaining informed consent and prioritising the safety and dignity of individuals involved in FEMNET's advocacy campaigns.
- 8** I will not **place myself in a position where I am made vulnerable to allegations** of sexual abuse, exploitation, harassment and harm.
- 9** I will **abide by the safeguarding rules and regulations** contained in FEMNET's Safeguarding Policy and support other staff, members and representatives to do the same.
- 10** I will not **hit, physically abuse, assault or discriminate** against children, young persons, adult at risks and FEMNET staff members.



Appendixes:

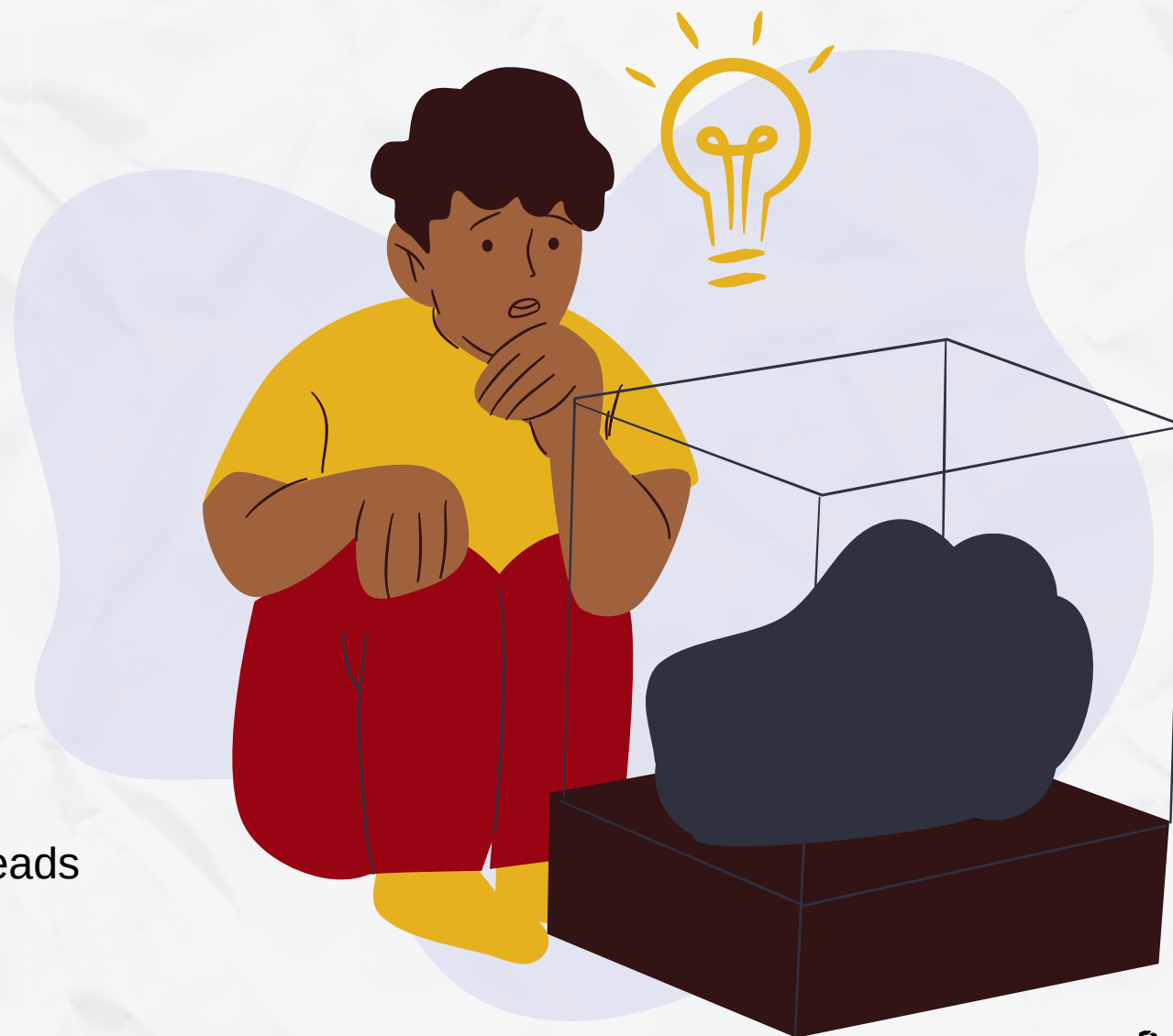
Additional information to increase your understanding of safeguarding:

Appendix 1:
Types of Abuse

Appendix 2:
How to Spot Abuse

Appendix 3:
Pants Rule for Children

Appendix 4:
Unsolicited Contacts that Leads to Sexual Harassment



Appendix 1: Types of Abuse

Physical Abuse



Physical abuse is when someone causes physical harm or injury to another person's body. This includes corporal punishment, beating, hitting, kicking, shaking, throwing, poisoning, burning and so on.

Sexual Abuse

This is when someone tries or actually harms another person in a sexual way. This could be by using force, tricks, bullying or pressuring another person. This includes rape, forcing someone to kiss or touch private parts.



Emotional Abuse



This means when someone makes another person feel bad, sad, worthless or humiliated through their words or actions.

Neglect

Neglect is when programme participants' basic needs are not met. This can be physical, mental, educational and medical needs. It is a form of abuse that can cause serious harm or injury with long-term impacts on the survivor.



Exploitation



This is when people use their position or power to abuse, harm or hurt others for the purpose of gaining money, social or political status. It includes trafficking in persons, online abuse or child labour.

Online Abuse

This is when a person or group of people hurt another person or group of people through the internet or when using digital devices such as a mobile phone, laptop or computer.



Appendix 2: How to Spot Abuse

Physical Abuse

- Unexplained injuries or differences in explanations about how injuries came about
- Bruises, cuts, welts, burns and/or marks on the body
- Loss of hair
- Frequent injuries

|01

Neglect

- Developmental problems, including poor language or social skills
- Being constantly malnourished or underweight
- Not in school or often misses school
- Lacks needed medical care

|04

Sexual Abuse

- Sexually transmitted diseases
- Inappropriate sexual behaviour based on the child's age
- Difficulty in walking or sitting
- Pain or itching in genital area
- Unintended pregnancies

|02

Exploitation

- Frightened of some people, places or situations.
- Having money, clothing, jewellery or other things they can't or won't explain.
- Limited freedom of movement
- Deception about access to education, wages, work and living conditions

|05

Emotional Abuse

- Low self esteem and confidence
- Challenges with forming relationships
- Acts in a way that's inappropriate for their age.
- Anxious, unhappy or withdrawn
- Unable to feel trust and fearful

|03

Online Abuse

- Gets sad or angry during or after using technology
- Spends much longer than usual online or stops using their computer or phone
- Withdrawn and depressed
- Alcohol and drug dependency

|06



Appendix 3: Pants Rule for Children

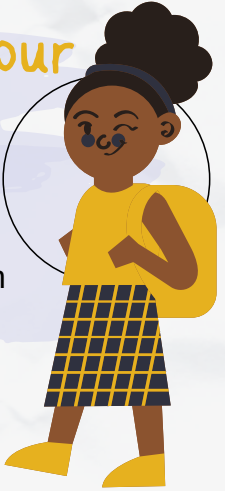
P Privates are Private

Your underwear covers up your private parts and no one should ask to see or touch them. Sometimes a doctor, nurse or family members might have to. But they should always explain why, and ask you if it's OK first.



A Always Remember your Body Belongs to You

No one should ever make you do things that makes you feel uncomfortable. If someone asks to see or tries to touch you underneath your underwear say 'NO' – and tell someone you trust



N No Means No

You always have the right to say 'no' – even to a family member or someone you love. You're in control of your body and the most important thing is how YOU feel. If you want to say 'No', it's your choice.



T Talk About Secrets that make you Sad

There are good secrets and bad secrets. If a secret makes you feel sad or worried, it's bad – and you should tell an adult you trust about it straight away.



S Speak Up. Someone can help

It's always good to talk about stuff that makes you upset. If you're worried, go and tell a grown up you trust – like a family member, teacher or one of your friend's parents.



Appendix 4: Unsolicited Contacts that Leads to Sexual Harassment

01. Physical

- Invasion of personal space
- Blocking physical movement
- Touching somebody "accidentally" in an inappropriate manner
- Unwanted hugs



SEXUAL HARASSMENT

02. Non-Verbal

- Comments sent via email, SMS, social media, voice messages
- Sharing of pornographic material – photos, drawings
- Inappropriate or obscene gestures
- Continuous staring



03. Verbal

- Unwelcomed comments of a sexual nature
- Invitations & inappropriate compliments
- Sex-related jokes
- Unwelcome & inappropriate enquiries about a person's sex life
- Continuously asking someone for a date when they have no interest





SAFEGUARDING POLICY

For additional safeguarding
support, please contact:

admin@femnet.or.ke