Section 1: Introduction

TackleAfrica’s approach to Safeguarding

The following documents outline TackleAfrica’s approach to safeguarding including our organisational policy and associated supporting policies, procedures and reporting templates. TackleAfrica’s Safeguarding policy and procedures are designed to protect the security, privacy and dignity of the children and young people in the countries where TackleAfrica works. The policy aims to protect all young people in the communities who are involved with TackleAfrica’s programmes. The policy is also designed to protect coaches, researchers, consultants, all visitors to the field, and TackleAfrica as an organisation.

Safeguarding in Partnership

All of TackleAfrica’s programming is delivered in partnership with another International Non-Governmental Organisation (INGO) or Community Based Organisation (CBO). These partners will be an established, youth focused organisation and the primary delivery entity for the programme, in direct contact with the beneficiaries whereas TackleAfrica’s focus will be that of training and developing the organisation, its staff and volunteers. In this structure the partner organisations Safeguarding policies and procedures for protecting beneficiaries and volunteers/coaches will be applied in the programme should they be deemed to be sufficient by TackleAfrica and the programme planning stage. If not TackleAfrica will insist the partner sign and implement TackleAfrica’s policies and procedures. TackleAfrica’s policies and procedures will remain in place for TackleAfrica’s staff involved in the programme.

Section 1.1 This Policy applies to the following groups of people:

- TackleAfrica Staff
- TackleAfrica Trustees
- Partner’s Staff
- Coaches
- Beneficiaries
- All visitors to the programme (including but not exclusive to: media, celebrities, major donors, sponsors, trustees, supporters)
- Consultants
- Volunteers
- Evaluators
- Researchers
- Observers
Other types of programme partners

Testing and other Clinical service providers – own safeguarding and confidentiality policies and processes in place and reviewed by TackleAfrica.

Section 2: Definitions

The aim of this Safeguarding policy is to protect the security, privacy and dignity of the children and young people in the countries where TackleAfrica works. The policy aims to protect all young people in the communities who are involved with TackleAfrica’s programmes. The policy is also designed to protect coaches, researchers, consultants, all visitors to the field, and TackleAfrica as an organisation.

What is the definition of a child?

“A child means every human being below the age of eighteen years unless under the law applicable to the child, majority is attained earlier” (Conventions on the Rights of the Child, OHCHR, 1989)

What is meant by “Abuse”?

Abuse “includes all forms of physical and emotional ill-treatment, sexual abuse, neglect, and exploitation that results in actual or potential harm to the child’s health, development or dignity” (WHO, 2017)

Abuse may be intentional or unintentional, may happen once or repeatedly and can happen in any setting.

We will not tolerate any of the following behaviours;

Sexual abuse:
- Letters, e-mails, texts or phone calls with sexual content to a young person.
- Sending or showing images of a sexual nature to a child.
- The inducement, coercion or encouragement of a child to engage in sexual activity. Any sexual contact – including sexual intercourse, sexual touching, masturbation, oral sex, ‘flashing’, non-consensual intimate kissing.
- Financial or any other type of incentivisation of sexual activity.
- The use of children in pornographic activities i.e. asking a child or young person to pose in a sexual way or perform sexual acts for images or otherwise.

Physical and emotional abuse:
- A violent act or threat of any violent act either in person or by letter, phone, text or e-mail.
- Wilful neglect or maltreatment
- Torture, inhuman or degrading treatment
- Mental injury or emotional abuse
- Hazing
- Physical abuse includes hitting, shaking, throwing, poisoning, scalding, burning, drowning, suffocating or otherwise causing physical harm to a child (as defined by the child protection register, Department of Health, 2001).
- Any non-consensual sexual contact.
- A violent act or threat of any violent act.
- Harassment or bullying

Section 3: Principles

As an adult working in TackleAfrica you have a responsibility to ensure that everyone attending TackleAfrica’s activities, particularly children, young people and vulnerable adults, are protected from harm.

It is thus the responsibility of each adult working in TackleAfrica to ensure that:

- Their behaviour is appropriate at all times;
- They observe the rules established for the safety and security of children, young people and vulnerable adults;
- They follow the correct procedures following any suspicion, disclosure or allegation of child abuse;
- They recognise the position of trust in which they have been placed; and
- In every respect, the relationships they form with the children, young people and vulnerable adults in their care are professional and appropriate.

Any persons who wishes to work in TackleAfrica, must accept and understand this policy. They must also agree to put TackleAfrica’s policies on safeguarding children and vulnerable adults into practice.

Section 4: Scope

The scope of TackleAfrica’s Safeguarding Policy covers all aspects of programming, delivery and interactions between all people covered by this policy as outlined in Section 1.1. TackleAfrica will research local and national legislation and if a contradiction is identified against the TA Policy, the policy that offers the best protection for children will supersede the other.

Safeguarding of young people (beneficiaries), adults and vulnerable adults is at the heart of TA’s planning, programming and learning processes and governs any and all interactions between the organisation (TA) and any external parties.

TackleAfrica as an organisation accepts the difficulty in establishing protection systems in many different environments but through our own safeguarding policy we will work to achieve increased accountability wherever we work.

TackleAfrica will require all people covered by this policy as outlined in Section 1.1 and other visitors to TackleAfrica partners/projects in Africa to sign and agree to the terms of this policy, any breach of this policy may result in further action and possibly a termination of association with TackleAfrica.

8 Connaught Terrace, Hove, BN3 3YW
Registered charity number: 1137931
TackleAfrica is also registered in England and Wales as company limited by guarantee number 07328452
In addition to this all visitors will undergo a DBS check in the UK.

We believe that:

- All children have a right to be protected.
- The welfare of the child is paramount.
- The child must be respected at all times.

**Project Visits**

Within this policy, ‘visits’ refers to all types of visit by all parties as mentioned in Section 1.1 to all projects and project partners associated with TackleAfrica.

**Behaviour on visits**

The community, family and children concerned will be treated with respect at all times by the visitor and vice versa.

Information about the country and its cultural traditions will be provided for the visitor, to ensure that cultural practices are sensitively observed (dress code for example).

Visits by non TackleAfrica staff members as set out in Section 1.1 are accompanied at all times and safeguarding measures are in place to ensure everyone’s safety and well-being.

**Research**

Any person covered by this policy as outlined in Section 1.1 who are employed to do baseline surveys or any kind of research for TackleAfrica within communities will not interview children in a household unless the research specifically requires it. If this is the case, it will only take place with the permission of the child’s parents/guardians and in the presence of another adult e.g parent/adult relative/TackleAfrica staff.

The anonymity of all TA participants is ensured and protected by the confidentiality policy and all principles of responsible and ethical research will be upheld at all time.
Section 5: Safeguarding Concern reporting process

**Type of Concern or Incident**

- **About children and young people arising inside or outside of TA programming** (e.g. at home, school or in the community)
  - If child requires immediate medical attention arrange this and ensure that medic is informed that there may be a safeguarding concern or allegation.

- **About the behaviour of another organisation’s staff member or volunteer** (e.g. allegations reported about an individual working for a partner organisation)
  - Individual alerted to concerns reports to TA’s Safeguarding Lead Officer (SLO) and completes an Incident Report form. HCO (Head of Coaching and Operations) logs the incident or concern on the Incident Report Log.

- **About the behaviour of TA’s staff member, trustee, coach, visitor, consultant, volunteer, evaluator, researcher or observer** (e.g. allegation about a coach or officer’s behaviour towards a child)
  - Safeguarding Lead Officer (SLO) (if appropriate in consultation with local Social Care structure and/or Police) determines the route for further action to be taken (e.g. does the matter appear to be significant poor practice or possible abuse, and records actions taken and agreed). SLO determines whether to inform local partner if there is no conflict of interest, where a conflict of interest arises SLO informs local Safeguarding structure. If appropriate SLO reports incident/concern to TA’s CEO and Board of Trustees.

- **If appropriate SLO reports incident/concern to TA's CEO and Board of Trustees.**

**Safeguarding Lead Officer (with Local Partner input if appropriate) sends written safeguarding report to Children's Social Care / Police within 24 hours, and considers need for support or advice for original referrer or others involved.**

**Poor practice / breach of code of conduct**

- HR Informed if a TA staff member is involved and disciplinary investigation and proceeding initiated (if appropriate).
- Outcome of disciplinary process (e.g. no case to answer, advice or warning given, training/support required, other sanctions, or exclusion). Consideration of referral to DBS or local equivalent, if appropriate.
- Disciplinary Appeals Process

**Possible child abuse / criminal offence**

- In consultation with statutory agencies: Safeguarding LO consults with/references to HR/Disciplinary lead/s re initiating disciplinary procedures, immediate temporary suspension (without prejudice), and notification of other organisations.
- Full disciplinary investigation undertaken and hearing held outcomes and possible appeal.
- Outcome of local structure’s proceedings

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Section 6: Codes of Conduct

To give positive guidance the Code of Behaviour (below) provides a list of 'do's and don'ts' to help ensure that:

- The welfare of the children and/or young people and/or vulnerable adults for whom you have a duty of care is safeguarded;
- Any compromising situations or opportunities for misunderstandings or allegations are avoided

The below codes of behaviour apply to all persons listed in Section 1.1.

Code of behaviour:

- DO put this code into practice at all times;
- DO treat everyone with dignity and respect;
- DO assure someone that they have done the right thing if stepping forward to speak to you and that will be believed;
- DO set an example you would wish others to follow;
- DO treat all young people equally - show no favouritism;
- DO plan activities that involve more than one other relevant person being present, or at least are within sight and hearing of others;
- DO follow recommended adult/young people ratios for meetings and activities; 1 adult to 20 young people
- DO respect the right to personal privacy of a child, young person or vulnerable adult;
- DO avoid unacceptable situations within a relationship of trust, eg: a sexual relationship with a young person or vulnerable adult over the age of consent;
- DO have separate sleeping accommodation for children, young people, adults and Young Leaders working with a younger group in any overnight activity;
- DO allow children, young people and vulnerable adults to talk about any concerns they may have;
- DO encourage others to challenge any attitudes or behaviours they do not like
- DO avoid being drawn into inappropriate attention seeking behaviour, eg: tantrums and crushes;
- DO follow TackleAfrica’s 'no alcohol' guidance;
- DO make everyone aware of TackleAfrica’s procedures (contained within this document) for safeguarding children, young people and vulnerable adults;
- DO remember this code even at sensitive moments, eg: when responding to bullying, bereavement or abuse;
- DO keep other members of staff/volunteers informed of where you are and what you are doing;
- DO remember someone else might misinterpret your actions, no matter how well-intentioned;
- DO take any allegations or concerns of abuse seriously and refer immediately.

- DO NOT trivialise abuse;
- DO NOT form a relationship with a child, young person or vulnerable adult that is an abuse of trust;
• DO NOT permit abusive peer activities, eg: initiation ceremonies, bullying;
• DO NOT engage in inappropriate behaviour or contact - physical, verbal, sexual;
• DO NOT play physical contact games with children, young people or vulnerable adults;
• DO NOT make suggestive remarks or threats to a young person, even in fun;
• DO NOT use inappropriate language - writing, phoning, email or internet;
• DO NOT let allegations, suspicions, or concerns about abuse go unreported;
• DO NOT investigate an allegation yourself – record and report ONLY.
• DO NOT just rely on your good name to protect you.

Section 7: Social Media/Photography

Permission needs to be obtained from children and families before taking their photographs or videos. TackleAfrica staff, or project partner staff, will advise visitors and challenge them if they feel the photographs/videos being taken are inappropriate.

Photographs and videos taken during visits are not for use on Internet websites, in any printed publication or for any public activity other than those approved by TackleAfrica, the privacy and confidentiality of the child and family should be respected.

In the publication of text accompanying photographs/videos in TackleAfrica publications, children’s names, schools and communities will be fictionalised to protect their identity.

Section 8: Safeguarding Policy Sign Up

Individual Declaration

I have read, understood and agree to follow TackleAfrica’s Safeguarding Policy.

Name……………………………………………………………………………………………………

Signed……………………………………    Date…………………………

Organisation Declaration

I the undersigned __________________________, legally representing 
(Organization) ___________________________ operating in ______________________

agree to adhere to the above described Safeguarding Policy, and/or state that the organization I represent has a more stringent policy (attached) in full implementation. Moreover, I commit to working with TackleAfrica to fully implement, monitor and evaluate the effectiveness of this policy on an on-going basis.

Signed on (date)_____________________________ in (place)_____________________

By ___________________________ ___________________________

Name (Printed)

Signature__________________________________________________