



Safeguarding Policy

Purpose

The purpose of this policy is to protect people, particularly children, at risk adults, beneficiaries of assistance, volunteers, or any other member of staff including trustees, from any harm that may be caused due to their coming into contact with School Club Zambia. This includes harm arising from:

- The conduct of staff or personnel associated with the School Club Zambia
- The design and implementation of the School Club Zambia's programmes and activities

The policy lays out School Club Zambia's zero tolerance approach to harmful behaviour and informs staff and associated personnel¹ of their responsibilities in relation to safeguarding. This current policy was first approved by the UK and Zambian board on Tuesday 22nd October 2019 and will be annually reviewed by the UK and Zambian Trustees at our end of year AGMs, which next occurs on Saturday 19th December 2021. However, this policy may be reviewed more regularly if requested by a board member or employee of the organisation. This policy was also reviewed by our 6 Girl Councils at workshops during March 2020 and will be reviewed by the Girls Councils in March 2022. This current version of the Safeguarding Policy was reviewed by the Boards in March 2021 with the hiring of the new UK Safeguarding Lead Trustee in the UK.

This policy does not cover:

- Sexual harassment in the workplace – this is dealt with under the School Club Zambia's Anti Bullying and Harassment Policy²
- Safeguarding concerns in the wider community not perpetrated by the School Club Zambia or associated personnel

What is safeguarding?

In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect³

¹ See 'Scope' for definition of associated personnel

² Some NGOs are now including workplace bullying and harassment in their safeguarding portfolio, as it relates to harm caused by coming into contact with our staff or programmes. However accompanying procedures for dealing with workplace bullying and harassment are likely to be different, due to legal and statutory differences in handling workplace incidents

In our sector, we understand it to mean protecting people, including children and at risk adults, from harm that arises from coming into contact with our staff or programmes.

Further definitions relating to safeguarding are provided in the glossary below.

Scope

- All staff contracted by School Club Zambia in the UK and in Zambia
- Associated personnel whilst engaged with work or visits related to the School Club Zambia, including but not limited to the following: trustees; consultants; volunteers; contractors; programme visitors including journalists, celebrities and politicians

Policy Statement

The School Club Zambia believes that everyone we come into contact with including fellow staff, volunteers and trustees and regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. The School Club Zambia has a zero toleration policy to abuse and exploitation in all the various forms that it can take, by staff or associated personnel.

This policy will address the following areas of safeguarding: child safeguarding, adult safeguarding, and protection from sexual exploitation and abuse. These key areas of safeguarding may have different policies and procedures associated with them (see Associated Policies).

The School Club Zambia commits to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

Prevention

The School Club Zambia responsibilities

The School Club Zambia will:

- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy through an annual end of year training day and induction training for new staff, volunteers and trustees
- Ensure that all staff actively refer to this policy during programme induction workshops with beneficiaries; make reference to the copy that is available at all head teacher's offices and provide copies of this policy for anyone who requests one within a reasonable time-frame (7 – 10 working days). Tonga versions of this policy can also be made available on request.
- Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with School Club Zambia. This includes the way in which information about individuals in our programmes is gathered and communicated as well as the location and timings of any programme activities.

³ NHS 'What is Safeguarding? Easy Read' 2011

- Implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel. Details of recruitment procedures are outlined in the organisations' Child Protection Policy and include criminal record checks as well as including safeguarding questions in interviews and reference checks for anyone joining the organisation (trustee, staff, volunteer or associated personnel).
- Ensure all staff, volunteers and trustees receive training on safeguarding at a level commensurate with their role in the organisation. This includes appointing a safeguarding focal point trustee on both the UK and Zambian boards who are responsible for ensuring that all trustees, staff and volunteers are regularly updated on new opportunities to advance their training or new international best practices. As all current staff has direct contact with children and vulnerable adults they must complete an NSPCC online introduction to safeguarding course by 31st July 2021.
- Follow up on reports of safeguarding concerns promptly and according to due process.

Staff responsibilities

Child safeguarding

School Club Zambia staff and associated personnel must never:

- Engage in sexual activity with anyone under the age of 18
- Sexually abuse or exploit children
- Subject a child to physical, emotional or psychological abuse, or neglect
- Engage in any commercially exploitative activities with children including child labour or trafficking

Adult safeguarding

School Club Zambia staff and associated personnel must never:

- Sexually abuse or exploit at risk adults
- Subject an at risk adult to physical, emotional or psychological abuse, or neglect

Protection from sexual exploitation and abuse

School Club Zambia staff and associated personnel must never:

- Exchange money, employment, goods or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries of assistance
- Engage in any sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics

Additionally, School Club Zambia staff and associated personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy
- Report any concerns or suspicions regarding safeguarding violations by an School Club Zambia staff member or associated personnel to the appropriate staff member

Enabling reports

School Club Zambia will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities we work with. To this end, a copy of this safeguarding policy will be distributed to and read through with all of our partner schools and child-led councils.

Any staff reporting concerns or complaints through formal whistleblowing channels (or if they request it) will be protected by School Club Zambia's Whistleblowing Policy.

School Club Zambia will also accept complaints from external sources such as members of the public, partners and official bodies. Any staff member that receives a complaint from members of the public, partners and official bodies must report the incident to the Country Manager and/or the UK Chair of the Board and/or Zambian Chair of the Board within 24 hours.

How to report a safeguarding concern

Staff members who have a complaint or concern relating to safeguarding should report it immediately to their Safeguarding Focal Point [the UK Chair of the Board and/or Zambian Chair of the Board] or line manager. If the staff member does not feel comfortable reporting to their Safeguarding Focal Point or line manager (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other appropriate staff member. For example, this could be a senior manager or an alternative member of the Board.

UK Chair of the Board (Safeguarding Focal Point)

Melissa Ireland: Melireland@hotmail.com or +44 7581647614

Zambian Chair of the Board (Safeguarding Focal Point)

Charlene Bangwe Chama: cbangwe@gmail.com or +260 0966789638

Country Manager

Vicky Copeland: Vicky@schoolclubzambia.org or +260 976755962

Response

Within 24 hours School Club Zambia will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations (see Procedures for reporting and response to safeguarding concerns in our Child Protection Policy and Safeguarding Vulnerable Adults Policy).

School Club Zambia will apply appropriate disciplinary measures to staff found in breach of policy and where necessary involve the relevant in-country authorities.

School Club Zambia will offer support to survivors of harm caused by staff or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation).

Decisions regarding support will be led by the survivor and School Club Zambia will seek the advice of the relevant organisations such as the National Society for the Prevention of Cruelty to Children.

Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need to know basis only, and should be kept secure at all times.

Associated policies

Community Protection

Code of Conduct

Anti Bullying and Harassment policy

Whistleblowing policy

Child Protection policy

Adult Safeguarding policy

Recruitment Policy

Human Rights Policy

Risk Management Policy

Glossary of Terms

Beneficiary of Assistance

Someone who directly receives goods or services from [NGO]'s programme. Note that misuse of power can also apply to the wider community that the NGO serves, and also can include exploitation by giving the perception of being in a position of power.

Child

A person below the age of 18

Harm

Psychological, physical and any other infringement of an individual's rights

Psychological harm

Emotional or psychological abuse, including (but not limited to) humiliating and degrading treatment such as bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation

Protection from Sexual Exploitation and Abuse (PSEA)

The term used by the humanitarian and development community to refer to the prevention of sexual exploitation and abuse of affected populations by staff or associated personnel. The term derives from the United Nations Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13)

Safeguarding

In the UK, safeguarding means protecting peoples' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect⁴

In our sector, we understand it to mean protecting people, including children and at risk adults, from harm that arises from coming into contact with our staff or programmes. One donor definition is as follows:

Safeguarding means taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse and harassment from occurring; to protect people, especially vulnerable adults and children, from that harm; and to respond appropriately when harm does occur.

This definition draws from our values and principles and shapes our culture. It pays specific attention to preventing and responding to harm from any potential, actual or attempted abuse of power, trust, or vulnerability, especially for sexual purposes.

Safeguarding applies consistently and without exception across our programmes, partners and staff. It requires proactively identifying, preventing and guarding against all risks of harm, exploitation and abuse and having mature, accountable and transparent systems for response, reporting and learning when risks materialise. Those systems must be survivor-centred and also protect those accused until proven guilty.

Safeguarding puts beneficiaries and affected persons at the centre of all we do.

Sexual abuse

The term 'sexual abuse' means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Sexual exploitation

The term 'sexual exploitation' means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. This definition includes human trafficking and modern slavery.

Survivor

The person who has been abused or exploited. The term 'survivor' is often used in preference to 'victim' as it implies strength, resilience and the capacity to survive, however it is the individual's choice how they wish to identify themselves.

At risk adult

Sometimes also referred to as vulnerable adult. A person who is or may be in need of care by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

⁴ NHS 'What is Safeguarding? Easy Read' 2011