



ZUIA
TRAFFICKING
TANZANIA

Choosing wisely. Empowering potential.

Safeguarding Policy

Agreed March 2022

Table of Contents

1. Introduction and purpose of a safeguarding policy
2. Statement of Commitment
3. Training of community – adults and children
4. Definition of different types of abuse
5. Recruitment and screening of staff and volunteers
6. Training of Staff and volunteers
7. Code of Conduct
8. What to do if abuse is suspected or disclosed
9. Response to allegations of abuse by staff or volunteers
10. Zuia Trafficking Tanzania Safeguarding team
11. Declaration of Acceptance

APPENDIX 1: Safeguarding Form

APPENDIX 2: Body Map

APPENDIX 3: Safeguarding Team Roles and Responsibilities

1. Introduction and Purpose of a Safeguarding Policy

1.1 Zuia Trafficking Tanzania is committed to the protection and safeguarding of children and vulnerable adults within all aspects of our organisation.

1.2 The purpose of this safeguarding policy is to show our commitment to keeping children and vulnerable adults safe and to make clear what is required in relation to this.

1.3 It is our expectation that all who work for Zuia Trafficking Tanzania, whether in a paid or a voluntary position, will adhere to all that is set out in this policy.

2. Statement of Commitment

2.1 Zuia Trafficking Tanzania believes that all children and vulnerable adults have a right to protection from abuse irrespective of race, social background, gender, skin colour, disability, religion or beliefs.

2.2 Zuia Trafficking Tanzania takes its responsibility to protect children and vulnerable adults very seriously.

2.3 We are committed to educating the wider community on the issues of child abuse and child protection in order to help expose and prevent abuse from taking place.

2.4 We are committed to working with local authorities and other key personnel in order to ensure all children are living in a safe environment.

2.5 We are committed to teaching the appropriate life skills to the community in order to help protect vulnerable adults.

2.6 The protection of children and vulnerable adults is a responsibility of everyone working for our organisation.

2.6.1 We expect staff and volunteers to conduct themselves with utmost integrity and professionalism at all times.

2.6.2 We expect all staff, volunteers, visitors and board members to know what is required in the protection of children and vulnerable adults by reading and adhering to this policy.

3. Training of Community – Adults and Children

3.1 As part of our fight against human trafficking and abuse against children, Zuia Trafficking Tanzania is committed to educating the community on abuse and what they can do about it.

3.1.1 The organisation offers age appropriate trainings to children from 3 – 18 as well as training for parents and community members.

3.2 Our desire is to empower people to know they can protect themselves and can speak out if they are in an abusive situation as well as helping the community to see how they can help end the cycle of abuse by taking complaints seriously and knowing what they can do.

4. Definitions of Different Types of Abuse

4.1 The Tanzania Law of the Child act refers to abuse as a “Contravention of the rights of the child which causes physical, moral or emotional harm including beatings, insults, discrimination, neglect, sexual abuse and exploitative labour”

4.2 GENERAL OVERALL: Abuse is when an adult acts or fails to act in a way that results in a child or adult being hurt repeatedly and it is not an accident or for reasonable discipline.

4.3 PHYSICAL: Any deliberate action occurring repeatedly that causes injury or pain such as hitting, burning, choking, shaking

4.4 EMOTIONAL: The continuous poor treatment of a child which will affect their emotional or mental health, such as saying mean things, always yelling, threatening to leave, using bad language etc

4.5 SEXUAL: Forcing or encouraging a child to take part in any sexual activity such as an adult or an older child touching the child's privates or has the child touch their privates. Showing pictures / movies of naked people, taking pictures of the child naked

4.6 NEGLECT: choosing deliberately not to give basic physical or emotional care such as food, shelter, medicine, care, clothes

5. Recruitment and Screening of Staff and Volunteers

5.1 Zuia Trafficking Tanzania recognises that anyone can have the potential to abuse children and vulnerable adults so all reasonable measures are taken to prevent a potential abuser from working with our organisation.

5.2 All Staff and Volunteers are expected to complete a thorough application form, including providing two referees whom we can contact personally to provide a reference.

5.3 All staff and volunteers will be expected to attend an interview, either personally or if that is not possible via video calling.

5.3.1 The interview will contain at least one question relating specifically to the matter of safeguarding.

5.4 A successful full police check (also known as a criminal record check) must be provided in all countries that offer this service.

5.4.1 In countries where this is not an option workers must sign a declaration stating whether or not they have ever had a complaint made about them concerning children.

5.5 All staff must sign a staff contract (whether paid or voluntary) outlining duties, agreed length of service and arrangements for oversight of their work, as well as signing up to the organisations code of conduct.

5.6 All appointments, whether paid or voluntary, will be made conditional on the successful completion of a probation period of not less than 3 months.

6. Training of Staff and Volunteers

6.1 Following a successful appointment, all staff will be given a copy of the safeguarding policy and will be expected to attend, at a minimum, the organisation's child protection training and human trafficking training as part of their probationary period.

6.1.1 If extenuating circumstances prevent them from attending during their 3 month probation they will be given material to read with the expectation they attend the training at the first possible opportunity, but no later than 1 year after their first appointment.

6.2 If for any reason a staff member is unable to attend these trainings (e.g due to a remote location) they will be sent appropriate training materials to read and sign to state they have read them.

6.2.1 Zuia Trafficking Tanzania reserves the right to ask them to complete a questionnaire to show they have read the material provided.

6.3 All staff are expected to renew this training at least every two years.

7. Code of Conduct

7.1 All staff and volunteers must obey Zuia Trafficking Tanzania's Code of Conduct, a copy of which they will be required to sign. This copy will be kept in their personal file.

8. What to do if Abuse is Suspected or Disclosed

8.1 If any member of staff or volunteer suspects abuse or is told about an abusive situation, they have a duty to report it.

8.2 They should make a written, confidential record of their concerns and observations, along with an accurate description of any conversations that may have occurred to disclose or alert their concern.

8.2.1 This should be recorded on the Zuia Safeguarding Form (Appendix 1).

8.2.2 Any physical injuries must be recorded on the body map (Appendix 2).

8.3 They should then speak to a member of the safeguarding team, giving them these forms.

8.4 If a child or vulnerable adult discloses abuse remember:

8.4.1 Not to promise confidentiality

8.4.2 To keep calm and try not to seem shocked

8.4.3 Not to ask leading questions but give them time to tell their own story

8.4.4 Reassure them it isn't their fault and they have done the right thing to tell you

8.4.5 Explain what will happen and who you will need to tell

8.4.6 As soon after the event as possible you should write down the conversation using as many details as you can.

8.5 The safeguarding team will work with the relevant members of the community to ensure a thorough investigation takes place.

8.6 Where the community are unable to perform a satisfactory investigation, Zuia Trafficking Tanzania will consider investigating the matter themselves.

9. Response to Allegations of Abuse by Staff or Volunteers

9.1 If an allegation of abuse is made against a staff member or volunteer, it should be brought to the attention of the Safeguarding team.

9.2 The safeguarding team will inform all founding members.

9.3 Zuia Trafficking Tanzania takes any allegation against staff and volunteers very seriously and will act accordingly.

9.3.1 This may involve immediate suspension of the person in question whilst a full investigation takes place

9.3.2 It may also include reporting to the authorities / police if the complainant leaves prior to the completion of the investigation.

9.4 If any of the founding members or leadership team are implicated in the abuse the investigation should be led by an external safeguarding professional who is not connected to Zuia.

9.5 After the investigation is completed, if any allegation is found to be true, Zuia will implement disciplinary procedures.

9.5.1 Depending on the severity of the situation this may include

9.5.1.1 Disciplinary action or dismissal of staff or volunteers.

9.5.1.2 Rejection of funding in case of donors.

9.5.1.3 Ending relationship in case of partnerships or service providers.

9.5.1.4 The involvement of relevant authorities such as police.

Zuia Trafficking Tanzania Safeguarding Team

The Safeguarding team of Zuia Trafficking Tanzania is comprised of the following people:

Elifadhili Ayo: Chairman, Founding Member

Wilson Mzuanda: Treasurer, Founding Member

Teophil Bininge: Secretary, Founding Member

Helen Mzuanda: Expert Advisor

Jenny Ayo: Expert Advisor

Declaration of Acceptance

I have read and understood what is enclosed in Zuia Trafficking Tanzania Safeguarding Policy and I hereby show my consent and commitment to comply with all aspects of this policy. I am committed to promoting and protecting the safety of children and vulnerable adults throughout my work at Zuia Trafficking Tanzania.

Name _____

Title _____

Signature _____

Date _____

Appendix 1: Safeguarding Form

DETAILS OF THE PERSON FILLING IN THE FORM

Name: _____

DETAILS OF THE CHILD / VULNERABLE ADULT

Name: _____ Sex: _____ Age (If under 18): _____

Where they live: _____ Who else lives in the home: _____

DETAILS OF THE CONCERN

Date _____ Time _____ Location _____

Please describe the nature of your concern. Where relevant and possible, use the actual words spoken by the child / vulnerable adult.

Include – whether the abuse is suspected, observed, disclosed;

any details of the suspected / accused abuser if known

Describe any action which has already been taken?

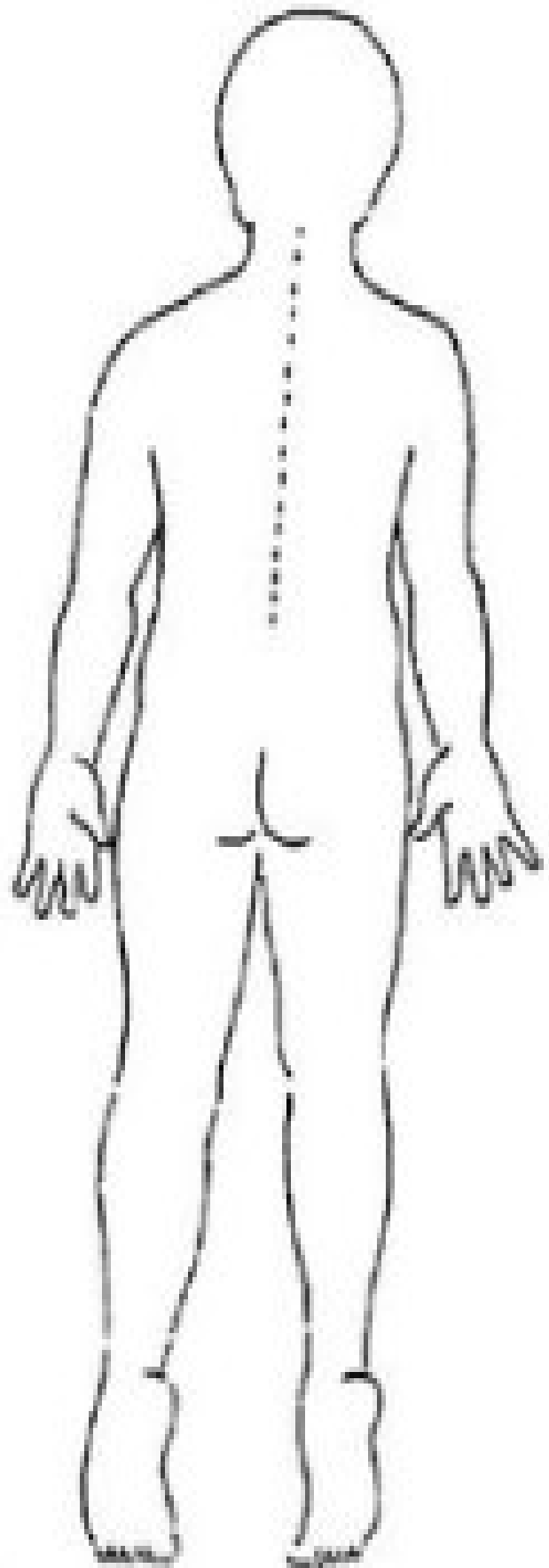
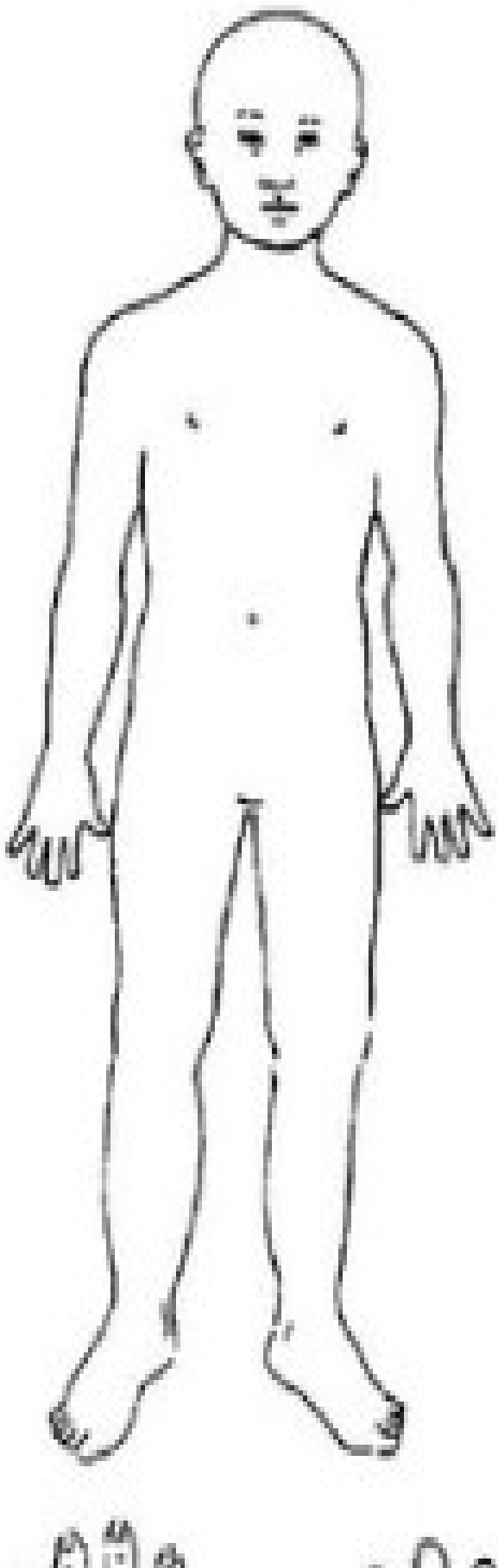
Is there any other information you wish to include?

ACTION TAKEN BY THE SAFEGUARDING TEAM (to be filled in by safeguarding team)

Safeguarding Policy

Signed _____ Date _____

Appendix 2 Body Map



Appendix 3 Safeguarding Team Roles and Responsibilities

The Safeguarding team will

- Ensure staff and volunteers are given access to child protection training within their 3 month probation period.
- Ensure all staff have signed the declaration of acceptance within the safeguarding policy
- Follow up on staff who have attended training remotely using material to ensure it has been read
- Carry out any investigation following a concern or disclosure of abuse
- Work with staff to help address any action points which may be required as a result of an investigation

Purpose of an investigation

- To establish facts and gather information about the concerns raised.
- To protect the child or vulnerable adult.
- To protect others who may be at risk from the alleged abuser.
- To determine whether the conduct in question constitutes naivety, inexperience, professional misconduct or abuse.
- To determine whether it is necessary to make a formal referral to the Police.
- To determine whether disciplinary action is necessary.
- To help Zuia Trafficking Tanzania address any issues relating to poor management or professional practice.
- To enable a quick response to the allegations and planning for further action

Procedure of an investigation

- The Safeguarding team will appoint a preliminary internal investigation team.
- This team should have, at a minimum 2 people involved – either 2 people from the safeguarding team, or other senior managers (at the request of the safeguarding team and under their supervision).
- Other members of Zuia Trafficking Tanzania or the community affected may be asked to be part of the team.
- A copy of Zuia Trafficking Tanzania Safeguarding Policy will be given to every member of the internal investigation team.
- The team (or members of the team) will review the safeguarding form and interview the person who reported the concern along with other key personnel involved (such as the victim, victims parents, other witnesses and suspect).
- A report of each interview will be recorded – as close to word for word as possible –including date and time of the interview.
- The team will assess the credibility of the report and the reliability of those interviewed in order to form a conclusion.
- The team will write a statement of findings and will pass all the documents of the investigation to the leadership team.
- The privacy of the person being investigated will be protected as far as is possible during the investigation.
- Any staff member or volunteer being investigated will have the opportunity to have the Leadership Team support and representation should they so desire it.
- Any staff or volunteer being investigated will be suspended while the investigation is taking place.

- The statement of findings will be shared with the staff member and any other staff as relevant according to the findings.

Outcomes of the investigation

- It may be decided that there is no basis for the concerns raised in which case the individual will be exonerated.
- It may be decided that the individual acted in a naïve or inexperienced manner. The outcome would be for a training program to be specified for the staff concerned and for the individual to only work with children under supervision. This process would then be managed by the safeguarding team.
- It may be decided that the individual is guilty of serious misconduct in which case Zuia Trafficking Tanzania's disciplinary procedures would be followed.
- In any of the above outcomes a conclusion will also be reached concerning the need to report the incident or the conclusion of the enquiry to the Police.
- The safeguarding team will present the findings of the enquiry to the individual and, where relevant, the Leadership Team.
- Should the enquiry reveal management or good practice weaknesses, or if the incident is likely to become public then the safeguarding team will make recommendations to the Leadership Team.
- Any individual subject to an enquiry can appeal about the findings. The Leadership Team and the Board of Directors will hear appeals.

Checklist – do's and don't's in an investigation

DO

- Re-read the safeguarding policy prior to starting an investigation
- Review the safeguarding form along with any other evidence submitted
- Interview the person who reported the concern
- Interview other key personnel (e.g. victim, victim's parents, other witnesses, suspect etc)
- Write a report of each interview (include date, time and as close to word for word as possible)
- Assess the credibility of each report and the reliability of those interviewed
- Write a statement of findings
- Pass the statement along with all documents to the leadership team
- Respect the privacy of the person being investigated

DO NOT

- Discuss the investigation with anyone outside of the appointed team
- Talk of the investigation in areas where others can hear
- Make a judgment on the victim or person being investigated during the investigation
- Make decisions alone without other team members present