



Child Protection and Safeguarding Policy Twaweza East Africa 2018

Approved by the Board of Twaweza East Africa

Revised in April 2023

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1.0 Status and Purpose of the Policy

1.1 Status

Twaweza East Africa (“Twaweza”) is a *Non-Governmental Organizations (NGO)*, duly registered under terms and conditions of Non-Governmental Organizations Act, with registration certificate number 00NGO/R2/000422 operating in Tanzania Mainland.

1.2 Purpose of the Child Protection and Safeguarding Policy

- 1.2.1 The Twaweza Child Protection and Safeguarding policy has been developed for the following purposes:
- 1) Provide a framework for child protection and safeguarding in Twaweza program design and implementation
 - 2) Provide a framework for safe recruitment and employee development within Twaweza Human Resource establishment
 - 3) Provide mechanisms for dealing with instances of violation of a child’s rights
 - 4) Provide a framework for monitoring the implementation of child protection provisions
- 1.2.2 The rationale for the Child Protection and Safeguarding Policy framework includes the legal framework of the East African Countries as well as international conventions.
- 1.2.3 The legal instruments pivotal in the development of these policy provisions include; Kenya Children’s Act No 8 (2001), Tanzania Law of the Child Act 21 of 2009, Uganda Children’s Act of 2016 (Amended) and the constitutions of the three countries that provides for protecting children.
- 1.2.4 Global best practice informing the Twaweza Child Protection and Safeguarding Policy development include the Universal Declaration for Human Rights (1946) and the African Charter on the Rights and Welfare of the Child (1990).

2.0 Scope and Applicability

2.1 Introduction

Everyone has a responsibility to safeguard the welfare of children, regardless of how a child might come into contact with us.

- 2.1.1 The Twaweza Child Protection and Safeguarding policy shall apply to the following
- 1) Twaweza Program design parameters in relation to the problem areas in the Strategic Plan

- 2) Engagement with donors, to preference donors that make commitments towards child protection and safeguarding and to prohibit the receipt of resources from donors in contravention of this child safeguarding provisions
- 3) Program implementation including approaches and methods of project implementation
- 4) Program partner management; types of partners, restrictions and engagement requirements and benchmarks
- 5) Human resource recruitment and management including declarations and commitments to child protection safeguards by employees, consultants and partners
- 6) Organisational leadership including expectation and policy formulation that is related to child protection contexts

2.2 Program Design and Scope

2.2.1 Any Twaweza programs that may bring Twaweza employees (including long-term consultants), interns, volunteers, suppliers or partners into contact with children must adhere to this policy.

2.3 Human Resource Provisions

2.3.1 The Child Protection and Safeguarding Policy provisions are applicable to the following Twaweza establishments

- 1) **Governance**- The Board of Directors bears the responsibility for policy formulation and regularly updates the Twaweza Establishment (directors, employees, consultants based at Twaweza, interns and implementing partners)
- 2) **Management**:- The Management (both the Senior Management Team and other Managers) has the responsibility of implementing the policy by ensuring that all programs with a focus on children comply with the provisions herein.
- 3) **Twaweza Employees**:- Twaweza employees bear the responsibility of ensuring that all interactions and program activities that have a focus on children comply with the provisions herein. Employees must also ensure that partner employees or any engaged person/s are made fully aware of the provisions herein.
- 4) **Employees of Twaweza Partners and Suppliers**: Employees of entities engaged by Twaweza in the course of its work have a duty to ensure that any engagements with children undertaken by or on behalf of Twaweza are implemented in strict compliance with the provisions herein.

2.4 Violations

Twaweza East Africa recognizes the following as violations of Child Protection and Safeguarding

2.4.1 **Physical abuse** - is deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts.

2.4.1.1 This kind of abuse results in actual or has potential physical harm from an interaction, or lack of interaction, which is reasonably within the control of the Twaweza person in a position of responsibility, power or trust. These may be single or repeated incidents.

2.4.1.2 Physical abuse can involve:

- 1) Any form of physical punishment;

- 2) Beating, slapping, hitting or kicking;
- 3) Pushing, shaking or throwing;
- 4) Pinching, biting, choking or hair pulling
- 5) Terrorizing with threats
- 6) Use of excessive force in handling;
- 7) Deliberate poisoning;
- 8) Suffocation;
- 9) Fabricated/induced illness;
- 10) Allowing or creating a substantial risk of significant harm to a child that may include allowing children to walk alone at night, handling dangerous equipment or items such as inflammable materials.

2.4.2 Sexual abuse - is when a child is forced or persuaded to take part in sexual activities. This does not have to be

physical contact, but could involve children looking at, or being the subject of, sexual images, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse is not solely perpetrated by adult men; women can also commit acts of sexual abuse, as can other children.

2.4.2.1 Sexual abuse occurs when “a child is used by another person for his or her gratification or sexual arousal or for that of others”.

2.4.2.2 Examples of child sexual abuse include:

- 1) Exposure of the sexual organs or any sexual act intentionally performed in the presence of the child;
- 2) Intentional touching or molesting of the body of a child whether by a person or object for the purpose of sexual arousal or gratification;
- 3) Masturbation in the presence of the child;
- 4) Sexual intercourse with the child, whether oral, vaginal or anal,

2.4.2.3 Sexual exploitation of a child, which includes inciting, encouraging, propositioning, requiring or permitting a child to solicit for, or to engage in, prostitution or other sexual acts. Sexual exploitation also occurs when a child is involved in the exhibition, modelling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording (on video tape or other media) or the manipulation, for those purposes, of the image by computer or other means. It may also include showing sexually explicit material to children, which is often a feature of the ‘grooming’ process by perpetrators of abuse;

2.4.3 Emotional Abuse - *is the emotional maltreatment or neglect of a child. It is sometimes called psychological abuse and can cause children serious harm. It may lead to a child thinking that they are worthless, unloved and inadequate. It can also include seeing or hearing domestic abuse, being subject to or witnessing bullying (including cyber bullying) which can cause a child to frequently feel frightened or in danger. Emotional abuse is a factor in all forms of abuse although it may exist alone.*

2.4.3.1 Although emotional abuse is normally to be found in the relationship between a caregiver and a child rather than in a specific event or pattern of events, Twaweza East Africa considers certain activities as having potential to expose children to emotional abuse.

2.4.3.2 They include

- 1) Physical fighting in front of children
- 2) Verbal altercations before children
- 3) Verbal abuses including insults

- 4) Exposure to inappropriate or abusive material through technology
- 5) Exposure to violent material through technology
- 6) Acting in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse.
- 7) Discriminate against, show differential treatment, or favour particular children to the exclusion of others based on race, culture, age, gender, disability, religion, sexuality, or political persuasion.

2.4.4 Online Abuse is any type of abuse that happens on the web, whether through social networks or playing games online. Sexual abuse can happen online too.

2.4.5 Neglect is the ongoing failure to meet a child's basic needs. It is dangerous and children can suffer serious and longterm harm. Neglect may occur during pregnancy because of maternal alcohol or drug misuse, but once a child is born, neglect may involve a parent or carer failing to provide adequate food, clothing and shelter, lack of supervision, access to medical care or keeping the child safe from danger. It may also include unresponsiveness to a child's basic emotional needs.

2.4.6 Reckless Endangerment

2.7.1 Twaweza recognizes that certain activities may constitute reckless endangerment of children. A person having authority or control over a child or an abuser, who intentionally or recklessly endangers a child is one who:

- 1) Causes or permits any child to be placed or left in a situation which creates a substantial risk to the child of being a victim of serious harm or sexual abuse, or
- 2) Fails to take reasonable steps to protect a child from such a risk while knowing that the child is in such a situation

3.0 Child Protection and Safeguarding Responsibilities

For effective implementation of the Twaweza Child Protection and Safeguarding Policies, Twaweza shall ensure that it shall feature in Child Protection and Safeguarding Policies in all its work and relevant processes including recruitment. Child Protection and Safeguarding is a shared responsibility among the following organs of Twaweza:

3.1 Board of Directors

The responsibilities of the Board of the Directors in the Child Protection and Safeguarding Policy provisions include:

- 1) Regularly approve the reviewed Child Protection and Safeguarding policies and provisions to align with the legal and implementation reality
- 2) From time to time, interrogate Twaweza staff, plans and reports to understand if programs and projects do not violate child protection and safe-guarding provisions

- 3) Hold senior management to account on the implementation of the Child Protection and Safeguarding provisions

3.2 Executive Director

The responsibilities of the Executive Director in the Child Protection and Safeguarding Policy provisions include:

- 1) Ensure full compliance of the implementation of the Child Protection and Safeguarding Policy in line with the Twaweza East Africa's Programs and Human Resource Policies
- 2) Approve programs and projects on condition that the design and implementation approaches do not offend child protection and safeguarding provisions
- 3) Identify gaps in the Child Protection and Safeguarding Policy implementation and provide provisional measures to ensure high standards are maintained in Child Protection and Safeguarding
- 4) Recommend to the Board necessary changes to the Child Protection and Safeguarding Policy in line with the Twaweza Governance and Management Policies
- 5) Ensure that partner engagement frameworks including MoUs and contracts include provisions on Child Protection and Safeguarding.
- 6) Appoint and designate safeguarding officers to oversee child protection and safeguarding in any field or partner engagement activity.
- 7) Ensure that only donors that subscribe to child protection and safeguarding standards are engaged

3.3 Twaweza staff

The responsibilities of Twaweza Employees (including long-term consultants), Interns and Volunteers in the Child Protection and Safeguarding Policy provisions include:

- 1) Commit to implement the provisions of the Twaweza Child Protection and Safeguarding Policy including by signing the relevant declaration in Annex 1.
- 2) Ensure that all relevant partner engagement frameworks developed commit partners to protect and safeguard children
- 3) As Designated Safety Officers (DSOs), supervise full policy compliance of enumerators, data collectors and any other engaged persons that they are in charge of
- 4) As DSOs, take immediate response action in the event of child protection and safeguarding violation
- 5) As DSOs, cooperate fully with the child protection violation resolution process

3.4 Twaweza East Africa Partners and Suppliers

The responsibilities of Twaweza partners and suppliers in the Child Protection and Safeguarding Policy provisions include:

- 1) Commit to fully comply with the Twaweza Child Protection and Safeguarding Policy including by signing the relevant declaration in Annex 1.
- 2) Where ever possible, propelled by encouragement from Twaweza, develop and implement their own internal Child Protection and Safeguarding Policy that specify sanctions for employees violating child protection and safeguarding provisions. Once in place, these policies should be regularly reviewed and updated.

- 3) Take necessary administrative and where appropriate legal action against organization's employees who violate child protection and safeguarding provisions

3.5 Volunteers and Data Collection Enumerators

The responsibilities of the data collectors and enumerators in the Child Protection and Safeguarding Policy provisions include:

- 1) Get oriented on the Twaweza Child Protection and Safeguarding Policy provisions
- 2) Commit to protect and safeguard children during any time of data collection by signing the Child Protection and Safeguarding Commitment statement on the standard form
- 3) Adhere fully to the Child Protection and Safeguarding provisions
- 4) Promptly report to the Twaweza and or partner Designated Safeguarding Officer any direct or suspicious act(s) that appear to violate child protection and safeguarding provisions.

3.6 General Provisions in implementing the Child Protection and Safeguarding Policy

- 1) A written Child Protection and Safeguarding Policy statement shall be displayed in an area accessible by anyone in the organization
- 2) Management shall implement the whistleblower's policy on those reporting child protection violations
- 3) Child protection is a core principle in Twaweza's planning, strategising and implementation. The Board of Directors and Senior Management Team shall ensure that these principles are infused in all of Twaweza's work.
- 4) Twaweza East Africa Senior Management shall take full responsibility in ensuring that publications do not in any way violate the provisions for child protection including rights of children, photography and editorials that may be offensive to child protection

3.7 Specific Provisions for Children being assessed

3.7.1 The volunteers and data collection enumerators shall ensure that:

- 1) There is no inappropriate physical contact between the enumerators and the children.
- 2) Preference in surveying children is given to the enumerators of the same gender as the child
- 3) Children are surveyed either (a) at school, in or just outside of the classroom, in the proximity of the classroom teacher/guardian and with written permission by the head teacher; or (b) at the household in the presence of the parent/guardian/caregiver.
- 4) Children's photos are taken either (a) at school, with permission granted in writing by the head teacher; or (b) at the household with written permission of the parent/guardian/caregiver.
- 5) Children are spoken to politely and made comfortable in the course of interaction

3.8 Specific Provisions for Children under Twaweza Stewardship

3.8.1 These are children travelling or specifically having travelled for participating in Twaweza activities such as attending public launches and other events. The following provisions shall be put in place for children travelling for any Twaweza related activity

3.8.2 Any child travelling for a Twaweza activity shall be accompanied by a designated adult (child minder)

- 3.8.3 Consent must be given by parent/guardian and proof availed for each child travelling for a Twaweza activity. Consent must be given by signing the consent forms that include the following:
- 1) Physical wellbeing of the child travelling
 - 2) Health of the child travelling including any allergies?
 - 3) Contact details for the parent(s)/guardian(s)/caregiver(s)
 - 4) Alternative contact details for the parent(s)/guardian(s)/caregiver(s)
- 3.8.4 All children travelling under Twaweza care shall only travel in legally recognized means, with drivers licensed to transport, in vehicles with updated insurance status and fitted with basic first aid kits
- 3.8.5 Children travelling for Twaweza activities must be indemnified against risks such as accidents and premature death
- 3.8.6 Any child who suffers any physical injury while participating in a Twaweza activity leading to requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be consulted/summoned in addition to the Twaweza employee's/Twaweza Partner employee's supervisor. If warranted by circumstances, an ambulance will be called. In all circumstances, effort should be made to ensure that the child urgently gets medical attention.
- 3.8.7 Once the child has received appropriate medical attention, a medical professional will complete an incident report in the case of injuries requiring treatment beyond First Aid.

3.9 Prohibited behaviour

Twaweza recognises behaviours which may not directly constitute violation of a child's rights or safety but that increase the risk of such a violation or denote laxity in child protection. These behaviours are considered to be violations of this policy.

3.9.1 As such, Twaweza employees (including long-term consultants), interns, volunteers, suppliers and partners working directly with children should never do the following regardless of intention or requests received:

- 1) Use language, make suggestions or offer advice that is inappropriate, offensive or abusive.
- 2) Place children in high-risk peer situations (e.g. unsupervised mixing of older and younger children).
- 3) Behave physically in a manner that is inappropriate or sexually provocative.
- 4) Have a child/children with whom they are working stay overnight at their home unsupervised.
- 5) Sleep in the same room or bed as a child with whom they are working.
- 6) Do things for children of a personal nature that they can do for themselves.
- 7) Condone, or participate in, behaviour of children that is illegal, unsafe or abusive.

3.9.2 In order to minimize risky situations, Twaweza employees (including long-term consultants), interns or volunteers:

- 1) Should be aware of situations that may present risks and manage these.
- 2) Plan and organize the work and the workplace so as to minimize risks.
- 3) Should ensure that a parent or guardian accompanies the child for any function or activity invited by the organization
- 4) Should be accompanied by a second adult when interacting with children whenever possible.

- 5) Should meet with a child in a central and public location whenever possible.
- 6) Immediately note the circumstances of any situation which occurs which may be subject to misinterpretation by a third party.

4.0 Dealing with Child Protection and Safeguarding Violations

4.1 Introduction

- 4.1.1 Upon a matter of child protection and safeguarding violation being brought to the attention of Twaweza, the following steps shall be taken
- 4.1.2 The Operations Manager shall determine the jurisdiction of the matter that can fall in either
 - 1) Violations concerning a Twaweza East Africa employee
 - 2) Violations concerning a Twaweza East Africa partner or supplier
- 4.1.3 The Operations Manager shall take the following actions
 - 1) Institute proceedings on violations concerning the Twaweza employee
 - 2) File the matter to the Country Lead and/or Executive Director on violations concerning a Twaweza employee (including long-term consultant), intern, volunteer, partner or supplier

4.2 Violations Concerning a Twaweza Employee

- 4.2.1 The focus is always placed on safeguarding and protecting the child; Twaweza employees and partners must treat any suspected abuse seriously.
- 4.2.2 The seven steps below shall guide the administrative action on allegations of violations against a Twaweza East Africa employee

PROCEDURE	STEP ONE
Allegations Reported	An allegation of child protection violation is reported against a Twaweza employee (including long-term consultant), intern or volunteer
	STEP TWO
Twaweza is Contacted	<p>In the case of emergencies, Twaweza employees (including long-term consultants) are free to reach out using the fastest means possible and request the immediate presence of an organisational leader (generally either Manager, Director, Country Lead or Executive Director). The leader selected can send a representative to visit the site where relevant and practical but the emphasis is on ensuring immediate and high level response. The leader must also notify the Operations Manager to activate emergency response mechanisms.</p> <ol style="list-style-type: none"> 1. The Employee receiving the allegation or their representative reports the allegations of abuse to the Country Lead or Relevant Manager within 24hours. 2. The Country Lead or relevant manager reports the allegations of abuse to the ED and the Operations Manager within 24hours. In case the person to report to is the accused, the responsible person shall report to the higher level of authority for action. 3. The Operations Manager studies the matter and advises the ED on the next steps as per relevant policy.
	STEP THREE

Response Determined	<ol style="list-style-type: none"> 1. An Action Plan to respond to the allegations is agreed by the relevant Program Officer, Manager/Country Lead and the Operations Manager 2. An independent committee of at least 3 and not more than 5 members is set up by the Executive Director to investigate the allegations. The Operations Manager assumes the roles of the Secretary to the Committee
	STEP FOUR
Immediate Action	<ol style="list-style-type: none"> 1. The accused employee is suspended from duty until the investigation is complete. 2. If it's a criminal case, Twaweza facilitates the Employee's surrender to authorities for legal action to start. (This is only if Twaweza has the ability to implement the facilitation) 3. Employee shall continue to receive salary as provided for by relevant country labour laws while on suspension
	STEP FIVE
Investigation Undertaken	<ol style="list-style-type: none"> 1. The Committee undertakes a full investigation with appropriate evidence / documentation gathered. 2. If a conviction is secured before the Twaweza investigations are complete, Twaweza severs relationship with the employee in line with the Human Resources Policy Manual.
	STEP SIX
Decision Taken	<ol style="list-style-type: none"> 1. The investigation is completed. 2. Investigation file with recommended decision is forwarded to the Executive Director for final decision. 3. Executive Director makes the decision within 7 working days and sends the file to the Operations Manager for communication with the employee. 4. Operations Manager communicates with the employee within 72 hours while allowing the employee to appeal the decision within working 7 days 5. If the Employee appeals, the Executive Director sets up an independent committee of 3 members that he/she chairs 6. The Appeals Committee hears the appeal and makes a final recommendations to the ED within 14 days 7. The ED shall make decision within 7 working days 8. An employee has the right to appeal, and shall communicate the matter to the Board of Directors within seven (7) working days, stating his/her case in writing. 9. The Board of Directors shall respond to such appeals as soon as possible and no later than thirty (30) days of receiving the appeal. The disciplinary action already taken by the ED shall remain in effect during the course of appeal, unless the ED or the Board as the case may be chooses to postpone action pending ruling of the appeal. 10. Necessary legal obligations are fulfilled (e.g. informing police, Children's Department, Gender desk, etc.).
	STEP SEVEN

Follow Up	<ol style="list-style-type: none"> 1. The abused child is provided with ongoing counseling as appropriate. 2. Executive Director provides written report to the Board as appropriate. 3. Program Officer communicates with affected community, including child's relatives if appropriate.
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4.3 Violations Concerning a Twaweza supplier or partner

4.3.1 The seven steps below shall guide the administrative action on allegations of violations against a Twaweza East Africa partner or supplier.

PROCEDURE	STEP ONE
Allegations Reported	An allegation of child protection violation is reported against a Twaweza partner/supplier/short term consultant
	STEP TWO
Twaweza is Contacted	<ol style="list-style-type: none"> 1. The Program Employee reports the allegations of abuse to the relevant Twaweza Country Lead/Manager within 24hours. 6. The relevant Country Lead/Manager contacts the ED and Operations Manager within 24 hours. In case the person to report to is the one in allegations, the responsible person shall report to the higher level of authority for action. 2. If an emergency occurs, the child or the Employees can call and ask the relevant Manager or Country Lead to be present in the project site immediately. The Operations Manager or the relevant Country Lead may be at liberty to deploy the representative appropriate to visit the site 3. Twaweza ensures that the partner/supplier institutes emergency response mechanisms for the abused child
	STEP THREE
Response Determined	<ol style="list-style-type: none"> 1. An independent committee of at least 3 and not more than 5 members is set up by the Executive Director to investigate the allegations. The Operations Manager assumes the roles of the Secretary to the Committee. Other members of the committee may include the Country Lead, a Program Officer from the relevant program and an officer from the Operations 2. A communiqué is developed and dispatched to the relevant partner within 72 hours citing the partner/supplier obligations in dealing with child protection violations. The communiqué requests partner/supplier to respond on specific actions taken in regard to the violations within 72 hours upon receipt of the communiqué.
	STEP FOUR

Immediate Action	<p>Twaweza acknowledges its own limitations in controlling the internal processes of those we engage. The below steps represent the ideal response from the partner/supplier which Twaweza will actively encourage and support.</p> <ol style="list-style-type: none"> 1. Partner/supplier organization is expected to institute disciplinary action as per their policies on child protection and safeguarding. Some of these would include: The accused partner/supplier employee is suspended from duty until the investigation is complete. 2. If it's a criminal case, Twaweza requires partner/supplier to facilitate surrender to authorities for legal action to start 3. Employee shall continue to receive salary as provided for by relevant country labour laws while on suspension
	STEP FIVE
Investigation Undertaken	<ol style="list-style-type: none"> 1. The Twaweza independent committee through the Secretary keeps abreast with developments at the partner/supplier and reports progress after every 3 days until the final report from the partner/supplier is received not later than a month since the incident occurred.
	STEP SIX
Decision Taken	<ol style="list-style-type: none"> 1. Twaweza reviews the decision of the partner/supplier whether it complies with the Child Protection and Safeguarding provisions and files the analysis to the Executive Director with a recommendation to adopt, reject or ask for a review of the decision made by the partner/supplier. 2. If need for review or rejection, a decision is communicated within 7 days of receiving the decision of the partner/supplier organization 3. Partner/supplier has 10 days to review if any appeal has been lodged and to make the final decision and to communicate the decision to the Executive Director through the relevant Twaweza Manager 4. Necessary legal obligations are fulfilled (e.g. informing police, Children's Department, Gender desk, etc.). 5. Partner/supplier communicates final administrative actions taken for Twaweza's consideration. 6. The independent committee reviews the decision and recommends to the Executive Director a decision on engagement within 3 days. The decision may include, satisfied with the partner's/supplier's action, dissatisfied and recommendation for termination of partnership. 7. In the case of investigations substantiating the allegations, Twaweza will terminate the relationship with the partner/supplier and write a formal letter outlining the reasons for this termination. Any further action – including publicising the issue or others – will be discussed and decided by the independent committee in conjunction with the Operations Manager and the Executive Director on a case by case basis.
	STEP SEVEN

Follow Up	<ol style="list-style-type: none"> 1. If the engagement proceeds, the partner and/or Twaweza shall first establish if the abused child is willing to proceed and if yes, new consent shall be sought also from the parents/guardian. If in agreement, the partner/supplier ensures that the abused child is provided with ongoing counselling as appropriate and reports to Twaweza regularly through the relevant Manager. This shall however be based on the mutual understanding between the parents/guardians of the child, the partner/supplier and Twaweza. 2. In the event that the partnership is severed, Twaweza takes over ensuring that the abused child is provided with ongoing counselling. The Twaweza Program Officer communicates with affected community, including child's relatives if appropriate. 3. If need be, the Executive Director provides written report to the Board/Donors as appropriate.
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Annex 1: Statement of Commitment to Twaweza Child Protection and Safeguarding Policy

I confirm that I have not been involved in any case of child protection violations. I confirm that I have read, understood and agree to Twaweza East Africa Child Protection and Safeguarding Policy. I understand that a violation of the provisions therein may result into disciplinary action, including possible summary dismissal, as well as criminal proceedings being taken against me in line with the applicable laws of the Republic of

Employee / Long-term Consultant / Intern / Volunteer

Full names: _____

Job Title: _____

Signature _____

Date: _____

Witnessed by

Full names: _____

Job Title: _____

Signature _____

Date: _____

**Annex 2: Twaweza Partner and Supplier Child Protection
Commitment Form**

I confirm that I have not been involved in any case of child protection violations. I confirm that I in my course of work as a Supplier/Partner/Short-term Consultant /Researcher commit to undertake the following

- 1) Assess/survey children with consent from the parent/guardian/caregiver
- 2) Only assess the children at their households in full presence of the parent/guardian/caregiver
- 3) Not to have any inappropriate physical contact with the child that I am assessing
- 4) Not to behave in a manner that may emotionally abuse children that include verbal abuses directed at the child or anyone around the child, engaging in physical fights, exposing children to any harmful content including on any technological device
- 5) Not to have any sexual relationship or intention to make suggestive moves that could be interpreted to mean otherwise
- 6) To report promptly any case of child protection and safeguarding violation

I confirm that I have read, understood and agree to the Twaweza Child Protection and Safeguarding Policy provisions. I understand that a violation of the provisions therein may result to disciplinary action, including possible summary dismissal, as well as criminal proceedings being taken against me in line with the applicable laws of the Republic of

Supplier/Partner/Volunteer/Data Collector/Enumerator/Researcher/Short-term Consultant

Full names: _____

Telephone Number _____

Signature _____

Date: _____

Witnessed by

Full names: _____

Job Title: _____

Signature _____

Date:

Twaweza East Africa
P.O. 38342, Dar es Salaam, Tanzania
Tanzania

Annex 3: Child Protection and Safeguarding Policy Statement

Twaweza is a Non-Governmental Organization (NGO) , duly registered under the terms and conditions of the Non-Governmental Organizations Act, with registration certificate number 00NGO/R2/000422, operating in Tanzania Mainland, Uganda and Kenya. Twaweza believes in the rights of all children, recognizes and works to promote the rights of all children in its program design and implementation. At Twaweza East Africa, we are

committed to ensure that we identify any potential and real needs for Child Protection and Safeguarding for the children that we interact with. Through safe recruitment, continuous employee training and ethical program implementation practice, partner recruitment and management, and constant review of our work, we are committed towards upholding the highest standards of child protection and safeguarding. At Twaweza East Africa, we do not condone any form of physical, sexual or emotional abuse of children.

Signed

Twaweza East Africa

2018

Annex 4: Risk Analysis Framework

No	Risk	Chance of Occurring	Likely Impact	Mitigation Measures
1	Projects that do not comply with Child Protection and Safeguarding	Low	Medium	Twaweza uses clear cut standards and processes in approval of projects. The management has the overall responsibility of designing the programs and Project while the Board approves those projects. The Board approves bearing in mind its fiduciary responsibility in strict conformity to broad policy provisions
2	Partners who are contracted fail to comply with Child protection and safeguarding provisions	Medium	Medium	Partners shall be recruited after due diligence that includes checking if partners have child protection policies. Partner engagement instruments particularly contracts and MoUs shall include Child Protection as a compliance requirement for all partners. A statement of commitment that partner employees commit to protect children shall be part of the engagement framework
3	Staff Violate the Child Protection and Safeguarding Policy	Low	High	Employees are hired after due diligence including background checks are conducted. Upon being hired, employees shall be required to sign commitment to protecting children. Annual appraisals shall also include compliance with Child protection policy as part of policy compliance. Twaweza shall regularly train staff on emerging child protection needs. The Child Protection Policy Statement shall be placed in a place accessible by all the staffs
4	Children getting hurt while attending Twaweza events	Low	Medium	Twaweza shall indemnify and insure all children travelling for Twaweza events. Children shall not travel unaccompanied. First Aid services shall always be available where children are involved. There shall always be a child minder taking care of children when attending Twaweza events.

Annex 5: Monitoring and Evaluation Framework

Twaweza shall apply the following framework in implementation of the Child Protection Policy

No	M&E Activity	Responsibility	M&E Point
1	Approval of Policy Changes	Board of Directors	<ul style="list-style-type: none"> • On needs basis requested by Management • Overall review after every 2 years
2	Approval of Project Design Compliance with Child Protection	Executive Director	<ul style="list-style-type: none"> • At the Strategic Planning • On needs basis
3	Ensuring Compliance	Management	<ul style="list-style-type: none"> • Engaging of partners and Employees • Annual Appraisals and employees' evaluations
4	Complying with Policy provisions	staff	<ul style="list-style-type: none"> • Field work and/ throughout contractual period

