



HAART's Child and Vulnerable Adult Protection and Safe Guarding Policy 2018

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Introduction

It is the policy of the organization to ensure that all who work with and are served by the organization, especially children and the vulnerable adults, have their rights and responsibilities respected in line with international best practices. To achieve this, it is the policy of the organization that it has a Child and Vulnerable Adult Protection Policy as well as copies of relevant child protection and /or sexual or physical legislation of Kenya.

The organization considers the protection of children and vulnerable adults as an absolute right and fundamental responsibility of the organisation in line with beliefs and values.

It is the policy of the organization to have appropriate procedures in line with current best practices, both in terms of the way we recruit staff and in the way we interact with those who avail of our services.

While recognizing that confidentiality is of paramount importance, in our relationship with those under our care, it is the policy that safeguarding children and vulnerable adults takes precedence over an adult's right to confidentiality. Once information about child abuse has been reported, it is the policy of the organization to pass on this information to relevant authorities.

It is the policy of the organization to have a designated person in all health units and/or projects to initiate the process of managing allegations of abuse. It is our policy to ensure that all the necessary procedures and steps are in place to prevent the occurrence of the abuse of children and vulnerable adults. The organization will continue to provide education for the staff in the children protection issues.

The document outlines in detail the process and procedures to follow to ensure that all children and vulnerable adults in our care will be protected.

It shall be the policy of the organization to inform all staff and volunteers about the policy and require signed consent from each individual of HAART's Child and Vulnerable Adult Protection Policy.

Description of the Project

Awareness Against Human Trafficking (HAART) is a Non-Governmental Organization working to end human trafficking in Kenya.

In 2010, HAART was founded by a passionate group of lawyers, missionaries and humanitarians. These people from multiple nationalities sought to bring peace and awareness to Kenya to end the criminal activities of human trafficking. Since then, HAART has worked to prevent human trafficking through a multi-disciplinary approach.

HAART Vision

A world free from trafficking in persons.

Mission

To support the eradication of human trafficking, exposing the crime and empowering its victims.

HAART works on four levels to build capacity and mobilize citizens to overcome trafficking in persons and violence against humanity in Kenya.

- Prevention of trafficking through awareness
- Protection of victims of human trafficking
- Prosecution of trafficking offenders
- Policy and cooperation with other like-minded organizations

Policy Statement

As staff of HAART, we commit ourselves to end the abuse of children and vulnerable adults in all its forms. Physical, sexual, psychological or emotional abuse, or neglect are unacceptable to HAART. We recognize our responsibility to protect all people from harm in our work to prevent present or future abuse.

Everyone, especially children and vulnerable adults, have fundamental rights to be respected, nourished, cared for and protected. This is embedded in the

- International law
- Kenyan constitution

While adopting a compassionate cycle approach, we are committed to

1. Put in place, implement and regularly monitor the procedures related to recruitment, staff orientation, training and professional behavior of all staff, interns, volunteers and organization visitors.
2. Ensure that all allegations of abuse are promptly dealt with, and that victims are supported and prevented from further danger and perpetrators held to account.
3. Respond promptly and appropriately to complaints of abuse.
4. Report each formal complaint of abuse received to civil authorities.

5. Ensure that the greatest possible care is taken to protect a potential victim from further risk.
6. Ensure that the accused steps aside while the allegations are being investigated.
7. Ensure confidentiality as far as possible. Any information obtained in the course of one's professional duties is normally treated as confidential. However, in case of abuse, we are obliged to comply with the requirements of civil law and child protection policies. In the latter case, it is not possible to promise the abused that what has been revealed will be kept a secret. Thus, we let the victim know that confidentiality will be breached.
8. Take steps to restore the good name of the accused in the case of unsubstantiated allegations.
9. Initiate a healing process for the victim, the accused and all those affected.
10. Establish best practice in prevention of abuse of children and vulnerable adults.

Guiding Principles

HAART Child and Vulnerable Adult protection policy will be fulfilled through the following guiding principles as specified by: **International Law, especially International Bill Of Rights and the Convention on the Rights of a Child (CRC) and national legal framework**

Procedures

Adopting a compassionate cycle approach to protecting, safeguarding children and vulnerable adults, HAART is committed to put in place, implement and regularly monitor the following:

Recruitment of staff and volunteers

All staff and volunteers will be interviewed by the Programme Manager and the training coordinator to ascertain the interest and the suitability in working with the beneficiaries of the project.

Staff Orientation and Training

All staff and volunteers will have initial training during their probationary period in line with the HAART Child and Vulnerable Adult Policy and Guidelines. Refresher course will be held annually. The training will be carried out by the staff of the project and outsourcing could be done if need be. The budget for this will be included in the amount set aside for capacity building and project management.

Ensuring that:

- Behavior of all staff , volunteers and third-party service providers is in line with ethical and professional guidelines of HAART and Kenyan Law with the orientation given by the Programme Manager
- Any allegation of abuse is promptly dealt with, and referred on to the relevant authorities
- Victims are supported
- Perpetrators are held to account
- That visitors to the programs and institutions of HAART can read the Child and Vulnerable Adult Protection Policy which is posted in a public place in all our places of work.
- The HAART Child and Vulnerable Adult Protection Policy is posted in a public place in all our places of work. The names and the telephone numbers for contacting the Child Protection officer will also be displayed.

When someone is accused of violating the Child Protection and Safeguarding Policy, the procedures listed under the section entitled ‘Allegations’ will be followed.

Confidentiality

- Confidentiality is of paramount importance in our relationship with those under our care, unless the duty of confidentiality conflicts with an equal or higher duty.
- Safeguarding children, however, takes precedence over an adult’s right to confidentiality. Once information about child abuse has been reported, it must be passed on *the name of agency or person*
- A person disclosing information on alleged abuse must be made aware that what is revealed is done so to protect the victim from further abuse

- Disclosure is only made to those who need to be informed. Only what is essential will be communicated to avoid harm
- Confidentiality should never be used as an excuse for not reporting to those who should be informed.

Name of Designated Person and Deputy: **Yasmin Manji and Jakob Christensen**

Role of the Designated Person

- Take responsibility to follow the procedures as appropriate to the case, as explained below.
- Report to and ensure the police and civil authorities are informed about each formal complaint of the abuse received.
- Ensure that the guidance of the Child and Vulnerable Adult Protection Policy will be followed in all cases of alleged abuse
- Ensure that all allegations or rumors are dealt with in an immediate, compassionate, confidential and responsible manner.
- Report to the CEO on the annual bases

Role of the Deputy Designated Person:

- Take the responsibility attached to Designated Person in a situation where the Designated Person is unable to perform its duties
- Aid the Designated Person upon request
- Take the responsibility for the case that is personally involving the Designated Person
- Act as Designated Person in case the Designated Person resigns until the new Designated Person is nominated by the Board of HAART

The HAART CEO must ensure

- That there will be no attempt to redeploy a person against whom an allegation has been made to another area work with access to children and vulnerable adults during the period of investigation and that support should be shown to him/ her.
- That the accused will be advised of the legal implications and ramifications attendant to the report of the alleged abuse
- That there will be full cooperation with the public authorities that may be investigating the matter and that there will be no interference with any investigations
- That where a complaint concerns a deceased staff or a former staff during his/her time of service, an appropriate response will be provided
- That monitoring, safeguarding training and awareness raising is done
- Present the report on Child Policy at AGM
- Suggest personal changes (if necessary) to the position of Designated Person and its Deputy for the approval to the Board of HAART

Allegations

Documenting a Complaint

Procedure to be followed:

1. Staff member who receives an allegation will carefully listen and record the complaint. He/she checks that the written record accurately states what was reported.
2. Record the time, date, location (or if the matter has been communicated by the letter or telephone), and persons present. ***(Use the sample child protection form provided)***. The record should be signed and dated by the author. *The record would also normally include:*
 - a. Accurate identifying information as far as it is known. This should include the name and address of the person has raised the concern (as well as their date of birth, and parent/ guardians/ names and addresses where the person who has raised a concern/ allegation is a child)
 - b. The name of the individual whom the concern/ allegation is being raised and any other identifying information.
 - c. As much information as possible about the circumstance that led to the concern/allegation being raised, why is the person worried about the welfare and safety of the child/ children
 - d. Dates when the concern arose or when the incidence(s) occurred
 - e. Circumstance in which the incidence arose or when the incidence(s) occurred
 - f. Any explanations offered to account for the risk, injury or concern
 - g. The child's own statement using the words they used to describe the events or incidence(s), if possible. Do not make assumptions about the intended meaning of the words used.
 - h. Details of any action already taken about the incidence/concern or allegation
 - i. Any views expressed by the child's parent(s) or guardian(s) about the matter.
 - j. The staff member should not be selective but include details which may seem irrelevant. It may prove invaluable at a later stage in an investigation
3. Explain to the person raising the concern what will happen next, indicate who will be made aware of the information given by them. Leave contact details of the designated person, in case the referrer needs to ask questions later.
4. Pass all original records, including rough notes to the designated person immediately. Any copies of records retained must be kept secure and confidential.
5. Not all persons raising a concern would wish to go through this process. Nonetheless, information about the existence of a potential case must be communicated to the designated person
6. In case of emergency, where the child appears to be at immediate and serious risk, an immediate report should be made to *(the place name of agency or person responsible)* as well as to the designated person. Consideration should in all cases also be given as to whether an immediate referral is necessary in order to preserve and safeguard against the possibility of any loss, deterioration, or destruction of potential evidence

Under no circumstance should a child be left in a dangerous situation pending the intervention of the relevant authority

Reporting procedures

The staff immediately brings this matter to the attention of the designated person who has the responsibility to inform the relevant authorities

Prevention

HAART Child Protection policy

The child protection policy and procedure will apply to all people involved in the project including volunteers and interns.

Staff Screening

HAART will apply a scrupulous screening process for the staff, setting in place an interview panel, a set of questions and training on child protection policy and procedures. Staff will be especially attentive during the three month probation period for new staff.

Staff recruiting and training

HAART can minimize the risk of children being abused in the following ways:

1. Safe recruiting and vetting practices - helping to prevent those who pose a risk to children getting a position of trust in our employment
2. Codes of behavior - having clear guidelines that set out what is not acceptable behavior as an essential part of keeping children safe.
3. Operating safe activities for children.
4. Responsibility of staff to report any abuse or suspicion of abuse will be emphasized at all times
5. Encouraging whistleblowers and guaranteeing them confidentiality if necessary
6. HAART expects all staff and volunteers to follow the prescribed behaviour which is designed to minimize the risk of an incident occurring or being alleged.

Sample of HAART staff behaviour

- Treat everyone with respect and professionalism, recognizing their right to personal privacy
- Be aware of situations which may present risks and manage them
- Plan and organize events so that risks are minimized
- Recognize that caution is required in all one-to-one situations
- If it is a residential event, ensure that adults and children (both boys and girls) have separate sleeping accommodation
- Provide access for children, young people and vulnerable adults to talk to others about concerns they may have
- Encourage young people and adults to feel comfortable enough to point out attitudes and behavior they do not like
- Remember that someone else may misinterpret your actions, no matter how well intentioned
- Remember to use language towards and in the presence of children or vulnerable adults that is not vulgar or indecent, bearing in mind that HAART staff and volunteers must act as role models to children and vulnerable adults.
- Language used towards children and vulnerable adults must not be demeaning towards a child, in particular to children who are living with HIV/AIDS, orphans or victims of human trafficking

- Do not spend time alone with children; plan activities so that more than one person is present or at least, other people are within sight and hearing distance.
- Do not take children alone in a car, event or for short journeys, unless this is unavoidable for safety reasons. If this is unavoidable, make sure an adult care or another member of staff is aware it is happening
- Do not take a child or vulnerable adult to your home except in emergencies
- Where children are involved in activities, provide for a coordinator to accompany them
- Do not engage children in activities that force them to go home late or put their personal safety at risk
- Ensure the privacy rights of children by not using the images of children in any publication without their parent's permission
- Do not use child images in situations that negatively portray the child in any publication without their parent's or guardian's expressing written permission
- Do not use child images in situations that negatively portray the child or vulnerable adult or in circumstances that may compromise a child or vulnerable adult's physical and psychological well-being
- Do not disclose the names or identities of children, except in the case of client's details forms, and court proceedings where information is kept strictly confidential amongst the HAART authorized officers. In the case of any other written documents or reports, the initials of the child's names should only be used rather than the full name
- Avoid inappropriate physical or verbal contact with others, and do not engage in emotional relationships with any child or vulnerable adult
- Avoid being drawn into inappropriate attention seeking behavior such as tantrums or crushes
- Avoid favoritism of any individual
- Never make suggestive remarks or gestures, even in fun
- Do not trivialize or exaggerate child abuse issues
- Do not rely on just your good name to protect you
- Do not believe "it could never happen to me"
- Do not negotiate with anyone on cases of child abuse but report all matters to your designated line manager
- When working with a child or vulnerable adult whose physical safety is in danger, take **appropriate** measures to ensure safety e.g. using the suicide protocol as stipulated. Ensure an incident report is written documenting the incident and the events that followed.
- When working with a child or vulnerable adult whose physical safety is in danger and puts you at risk, e.g. through violent or aggressive acts, take **appropriate** steps to ensure your safety without putting the child further at risk of harm. Ensure an incident report is written documenting the incident and the events that followed.

N.B.: This is not an exhaustive or exclusive list. The principle is that staff and volunteers should avoid actions or behavior which may constitute poor practice or potentially abusive behavior or act in any way that violates the rights of a child.

Initial and ongoing awareness and training in child protection will be obligatory for all staff regardless of their position. Regular seminars will be held for new and existing staff using qualified resource persons to keep the seminars abreast with the prevention and recognition of child abuse and the consequences of such action. These seminars will include learning about the causes, symptoms, prevention, and occasions that could promote abusive behavior as well as relevant legislations required for reporting procedures and the responsibilities of the employers.

Implementation and Monitoring the Standards

Implementation of the policy

Awareness Against Human Trafficking (HAART), P.O Box 26893-00504 Nairobi is committed to the implementation of this policy in all aspects of its work with children and vulnerable adults and by all staff members, volunteers, interns and long-term visitors of the project. To ensure this, the designated persons will be responsible for:

- a. Seeing that every stakeholder has access to the policy in a language they understand. For this to happen, the policy will be printed and made available to the staff. Training sessions will be given regularly at induction to all newcomers, and annually to long term staff and volunteers.
- b. Fostering a safe climate in the work place whereby all concerned can use their skills; confer with the colleagues for assistance/advice and so implement the policy in a competent and compassionate manner.
- c. Keeping abreast of any changes in international, national or more locally based issues that may impact the policy or its implementation and taking action to remove barriers clocking its full implementation should these exist.
- d. Accepting feedback on any difficulties in the policy implementation from any source and working to alleviate these.
- e. Ensuring that all documentation is up to date, filed and kept safely.

Monitoring Evaluation and Changes to the Policy

Awareness Against Human Trafficking (HAART), is committed to monitoring and evaluating the implementation of this policy. To ensure this, the designated persons will be responsible for:

- a. Supporting management to create and maintain a work environment where feedback, on-going learning, openness, review, audit contribution of opinions, correction, clarification and positive challenge are accepted attributes to work ethic of the project. In this milieu, M & E process will happen more easily and with greater effect.
- b. Building the M & E of the CPP into the regular work of the project, this can be done both formally and informally. For the former, a suggested time to do this could be when the annual report is being deliberated and written; allocating a sub-section of the report to information-sharing about this aspect of the project's work is to be encouraged. Informal monitoring can be done by each staff member on their monthly checklist review.

- c. A review of the entire process in every case where the complaint was made, whether or not it was substantiated or pursued legally. This will be best undertaken with those concerned in the reporting; the designated person(s) and any other person whose competences is deemed helpful.
- d. Enabling a process where lessons can be learned from reviewed cases; new steps to correct (if necessary) introduced; and improvements made.
- e. Facilitating objectivity in all monitoring and evaluation and towards this end, inviting an outsider to be part of the M & E process. All outsiders to guarantee confidentiality in writing.
- f. Communicating with the other agencies, especially those working locally, so that cross agency learning can be shared and benefits of a relevant reference group for comparison can be utilized. This can be particularly helpful where the cultural context of reporting may be of special significance.
- g. Ensuring that the policy itself is reviewed, updated and any changes communicated to all stakeholders at least biannually (every 2 years), or more often if necessary.

Appendix 1

Confirmation of understanding and Consent

I.....confirm that I have received and read the HAART **Child and Vulnerable Adult Protection Policy**. It has been explained to me and I have had the opportunity to ask questions and seek clarification on any points not clear to me.

I am now fully aware of my obligations as a member of the staff/volunteer of HAART to act according to the requirements of this policy. These include appropriate professional behavior and the responsibility to report instances of abuse or suspected abuse of children and vulnerable adults that come to my attention.

I understand the consequences entailed if I fail to act in accordance with the policy

Name (block Capital): _____

ID Number: _____

Signature: _____

Date: _____

Witness (block Capitals): _____

Witness ID Number: _____

Witness Signature: _____

Date: _____

Appendix 2

Definitions

- **A child:** for the purpose of this protection policy is any human being under the age of 18 years
- **A vulnerable adult** is a person of 18 years or older who is unable to report abuse, neglect or exploitation without assistance because of impairment in mental or physical or emotional status or because of status or power differential. Such persons include but are not limited to refugees, internally displaced persons (IDPs), persons with disabilities, war victims, prisoners, trafficked persons, frail, isolated and other non-independent or institutionalized adults.
- **Abuse** occurs when adults or children hurt other children either physically or in some other way. In the majority of cases, the abuser is someone the child knows well, such as a parent, friend or relative. There are four main kinds of abuse:
- **Physical abuse:** includes beating of all kinds, such as slapping, kicking, biting, burning, pushing or shoving.
- **Psychological abuse:** affects the child's emotional and psychological development. This could include putting the child down by calling him/her names or telling the child that he/she is worthless. It could also include situations where a child is compared negatively to another child. This corrodes the child's image and confidence and could lead to destructive behavior in the future.
- **Neglect and abandonment** occurs when a person charged with the duty of taking care of or improving the basic needs of a child fails to do so thereby threatening the well-being or welfare of the child. It includes cases where a person fails to provide basic necessities such as food, medical care, clothing or education for the child. Abandonment arises where a person charged with the duty of taking care of a child abandons all such parental responsibility thereby threatening the well-being of the child.
- **Sexual abuse** is any abuse of a child of a sexual nature that involves either physical sexual contact (this is actual sexual intercourse with a child involving penetration of the sexual organs; this could also include oral sex; touching or fondling of the private parts of a child and making a child perform sexual intercourse with animals) or erotic, non-contact sexual exposure (this may include exposing a child to pornographic material, talk with sexual innuendos, erotic movies and exposing the child to acts of sexual intercourse by other children or adults).
- Abuse may be current or recent, or in some cases, historical, i.e. an adult may disclose sexual abuse that took place when he/she was a child. Abuse may be carried out by adult men or women; or by siblings or other young people. There are some groups of children and young people who are particularly vulnerable; children with disabilities are among these, as well as children from ethnic minority communities, rural areas or slums dwellings who may be particularly suffer discrimination in their localities and are vulnerable to human trafficking. Children who are refugees or asylum seeking, orphaned children and children living in residential care are also among these groups. Abuse may also take place in families in which there is alcohol or drug abuse, domestic violence or mental health problems.
- **Exploitation, Child Trafficking and Child Labor:** this involves using a child for economic purposes or for performing work that may be hazardous.

- **Child Sacrifice:** this is ritualistic killing of children in order to please, propitiate or force supernatural beings in order to achieve a desired goal.
- **Bullying** is a repeated aggression be it verbal, psychological or physical, conducted by an individual or group against others.
- **Elder abuse** can include physical, sexual, psychological, and financial abuse or neglect. It is a violation of human rights and is a significant cause of injury, illness, loss of productivity, despair and isolation. Elder abuse is more likely to take place when community resources are stretched or where the protective framework within and outside communities may have collapsed. In a number of countries there have been widespread reports if violation directed against elder people.

Appendix 3

Effects of Sexual Abuse

Victims of sexual abuse can experience fear, shame, confusion, and violation of their person. They can feel guilty, blame themselves and take responsibility for what has happened. Children and adolescents can suffer distortions in the process of determining their sexual identity and even their dignity as persons. Victims can go through a long period of silence, denial, and repression. Other people can refuse to believe them reinforcing their sense of shame and guilt.

The intensity of the effects of sexual abuse on victims will vary. Some of the factors involved are the age and personality of the victim, their relationship with the offender, the duration and frequency of the abuse, the particular form of the abuse, the degree of the force used, the threats used to compel secrecy and the degree of violation of trust and abuse of power involved.

Appendix 4

Child Protection Recording Form

1. About the disclosure/concern

Date of disclosure: _____

Time of disclosure/ concern: _____

How was information received? (Telephone, letter, mail, letter, in person?) Attach any written information to this form.

2. Details of persons making disclosure

Name: _____

Address _____

Mobile No: _____

Email: _____

Relationship to child or alleged victim: _____

3. Details of child or alleged victim

Name: _____

Date of birth: _____

Address: _____

Mobile No; _____

Ethnic origin: _____

Language (is interpreter needed?) _____

Disability or special needs _____

Parish/ order if Applicable _____

4. Parent/ Career details (where *appropriate*)

Name _____

Address _____

Mobile No: _____

Are they aware of the allegations, suspicion or complaint? Yes ☐ No ☐

5. Details of alleged perpetrator

Name: _____

Address: _____

Mobile No: _____

Relationship with the child/victims: _____

Position in HAART: _____

Address at the time of alleged incident (s): _____

Current contact with the children if known: _____

Any additional information: _____

6. Details of concern or complaint

Include dates/times and location of the incident (s) occurred, witnesses if known. Does the child/victim know this referral is being made?

7. Action taken

Has the matter been referred to civil authorities? Yes ☐ No ☐

If yes

Date _____

Time _____

If no why

Who was it referred to?

Name; _____

Designation: _____

Address: _____

Mobile No: _____

Email: _____

Has the matter been referred to a member of HAART? Yes ☐ No ☐

If yes

Date: _____

Time: _____

If no explain why

Who was it referred to?

Name: _____

Designation: _____

Address: _____

Mobile number: _____

Email: _____

8. Next steps:

What actions were agreed and by whom when the matter was referred to civil/ HAART authority? _____

Are there any immediate child protection concerns? If so please record what they are and state what actions have been taken by whom to address them:

9. Designated person details

Date form sent _____

10. Details of the person completing the form

Name: _____

Mobile No: _____

Email: _____

Position (staff/ Volunteer etc): _____

Form completed

Date: _____

Time: _____

Signed: _____

(A copy must be retained by the recipient and filed in a secure location, and copy must be sent to designated officer and civil/ statutory authorities.)

Appendix 5

Referral Data Collection Form

Date of birth	Sex	Agency referring No.	District	Month/year	Type of Abuse	Name of referring org	Name of receiving org	Referral form completed	Follow up procedure	C

Appendix 6

Sample Training Workshop

Child and Vulnerable Adult Protection Procedure for Staff Facilitators

Target group	Timetable 2pm-3pm	Content of the workshop	Aim/ objective	Budget
Staff (HAART)	Once a month for half day	Preparing the ground Introducing child protection	-define child protection -understand what child protection is in HAART's context -understand what is meant by a child protection policy	Meals: Stationary
		Recapping- why need child protection policy and procedures	-understand the concept of risk management -undertake a risk assessment in HAART (identify risks that exists in HAART in relation to child/ vulnerable adult safety, categorize them according to their seriousness and plan appropriate actions to mitigate them	Meals:
		Necessary foundation- develop behavior for both staff and children	-understand the importance of the 6 foundation stones/ principles (a child rights-based approach, consultation, ownership, confidentiality and sensitivity) to developing and implementing child protection policies and procedures	Meals:
		Developing child protection policy and procedures	-identify stakeholders who should be involved in the design and development of the policy as well as its implementation, monitoring and evaluation. -identify the extent to which the elements that you consider essential to child protection and the elements you consider desirable are already in place in HAART in order to identify the gaps: which elements are documented in a written policy and which are being implemented in practice	
		Implementing child protection policies	Identify key tasks in the different stages of developing and	Meals:

		and procedures	implementing child policies and procedures	
		a. Dealing with obstacles and challenges b. Monitoring and Evaluating child protection policies and procedures	a. Identify strategies of steps you can take to overcome these obstacles and challenges (internal and external b. understand the importance of participating in monitoring and evaluation	Meals: Certificates Tool kits
				Total:

Appendix 7

Page For Display

Awareness Against Human Trafficking (HAART)

Children and Vulnerable Adult Protection and Safeguarding Policy



We, HAART serving in Kenya recognize our responsibility to protect Children and Vulnerable Adult from harm so as prevent further abuse now and in future.

PURPOSE OF THE POLICY

- To protect children and vulnerable adults in our care
- To educate our personnel by clarifying how they are expected to behave with children or vulnerable adults, and deal with allegations or rumors
- To uphold the integrity of HAART and our mission by modeling best practice
- To ensure that we always strive for the best practice

OBLIGATIONS

This HAART policy applies to all members, staff and volunteers and consultants of HAART makes it mandatory for all members to familiarize themselves with the organization's Child and Vulnerable Adult Protection Policy of 2015 and adopt it.

In addition, HAART has appointed a designated person and deputy designated person to take responsibility for following procedures: ensuring the civil, appropriate statutory bodies, and the Board of Trustees informed and ensuring that all allegations or rumors are with in an immediate, compassionate, confidential and responsible manner.

ACTION: Should any staff or volunteer become aware of an alleged abuse, they should contact one of the following, who will ensure the matter is appropriately dealt with.

Designated person: Yasmin Manji_____

Mobile No: +254 711 211 680_____

Name of Deputy Designated: Jakob Christensen_____

Mobile No: +254 788 504 137_____