



CDT- Africa

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SAFEGUARDING POLICY

July, 2022

(Draft)

Addis Ababa, Ethiopia

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1. About CDT- Africa

CDT-Africa is part of the Africa Centers of Excellence Project supported by the World Bank at Addis Ababa University, College of health sciences. CDT-Africa aims to improve equitable access to interventions (defined broadly to include medications, diagnostics, and complex behavioral interventions) and to bring about fair and sustainable development in Africa through high-quality capacity development for medical discovery. To achieve this goal, it has forged a partnership with different national and international collaborators including Brighton & Sussex Medical School (BSMS) over the NIHR Global Health Research Unit on NTDs, which continued and expanded through a follow-up (EnDPoint Phase 2) project. Currently, it is working on, Supporting African Communities to Increase the Resilience and Mental Health of Kids with Developmental Disorders and their Caregivers (SPARK) project and other projects. CDT-Africa works closely with the Ministry of Health, Ministry of Science and innovation, and Ministry of Education of Ethiopia along with other local partners. CDT-Africa deliberately selects collaborators who understand what equitable partnership means in practice.

2. Understanding Safeguarding

Safeguarding is an organization's responsibility to ensure that its employees, volunteers, partners, vendors, operations, and programs do not cause harm to children, young people, or vulnerable adults. The organization has to ensure that they are not exposed to the risk of discrimination, neglect, or abuse, including sexual exploitation and abuse; and that any concerns the organization has about the safety of vulnerable people in the communities in which they work are addressed and reported to the appropriate authorities. It is also the organization's responsibility to protect its employees and volunteers when they are vulnerable, such as when they are unwell or at risk of harm or abuse.

CDT-AFRICA recognizes the responsibility to implement all reasonable safeguarding mechanisms to guarantee the safety and protection of children, young people, women, and vulnerable adults. The welfare of children and women is paramount in all the work we do and in all the decisions we take all children and women, regardless of age, disability, race, religion, belief, or sex have an equal right to protection from all types of harm or abuse.

CDT-AFRICA abides by the duty of care to safeguard and promote the welfare of children, women, and young people recognized under different legal frameworks including the FDRE Constitution, the UDHR, the ICCPR, the ICESCR, the CEDAW, the CRC, the federal and regional family codes of Ethiopia, etc. CDT-AFRICA is committed to safeguarding practices that reflect statutory responsibilities, and government guidance and complies with best practice requirements.

2.1. Definitions

Child - a person of either sex who has not attained the age of eighteen under Article 215 of the Federal Revised Family Code of 2000.

Vulnerable adult or at-risk adult - a person, 18 years and above, who may be unable to take care of or to protect him or herself against abuse, harm, or exploitation because of disability, age, gender, social and economic status, illness, or the context they are in.

Employee or Staff - anyone who works for or on behalf of CDT-AFRICA, either in a paid or unpaid capacity.

Associated Personnel – anyone who works with CDT-AFRICA but on its capacity and that includes visitors and others who come to contact with CDT-AFRICA.

Survivor or Person Affected – a person who has been abused or exploited; a person subjected to harm in violation of this policy.

Sexual abuse - actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Sexual exploitation - actual or attempted abuse of a position of vulnerability, power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially, or politically from the sexual exploitation of another.

Physical abuse - the act of purposefully injuring or threatening to injure a person. This may, for instance, take the form of slapping, hitting, punching, shaking, kicking, beating, burning, shoving, or grabbing. Physical abuse can be a single or repeated act. It doesn't always leave visible marks or injuries.

Emotional abuse - inappropriate verbal or symbolic acts toward a child and vulnerable adults or a pattern of failure over time to provide a child with adequate non-physical nurture and emotional availability. Such acts have a high probability of damaging a child's self-esteem or social competence.

Neglect - failure to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential for their physical and emotional development and well-being.

2.2. Purpose

The purpose of this policy is to safeguard children, and at-risk adults from any harm including sexual exploitation and abuse that may result from their interaction with CDT-AFRICA. This includes harms potentially caused by the actions of CDT-AFRICA's staff and associated persons, CDT-AFRICA's program and activity design, implementation, organizational system, and procedure. The purpose of the policy also includes protecting CDT-AFRICA staff and associated persons by communicating the policy commitments and related procedures and guidelines.

This policy applies to anyone working on behalf of CDT-AFRICA, including senior managers and the core faculties, paid staff, volunteers, sessional workers, and service providers. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in, Issuance of notice, dismissal from the organization, and reporting to the police or relevant regulatory authorities depending on the severity of the conduct.

2.3. Scope

This policy is mandatory for all staff employed by CDT-AFRICA. It includes directly employed staff, core faculties, senior management members (including the center leader), donors, contractors, employees, service providers, volunteers of sub-contractors, volunteers of CDT-AFRICA, agency workers, consultants, interns, and all visitors to CDT-AFRICA's programs and offices such as journalists, celebrities, religious leaders, and politicians.

The areas addressed by this policy are child safeguarding, adult and women safeguarding, and protection from all exploitation and abuse including sexual exploitation and abuse.

2.4. Policy Statement

CDT-AFRICA believes that everyone we come into contact with has the right to be protected from all types of harm, abuse, neglect, and exploitation including sexual exploitation and abuse, regardless of age, gender, disability, or ethnic origin. Upholding the core principles of Protection from Sexual Exploitation and Abuse (PSEA), CDT-AFRICA has zero tolerance for any abuse or exploitation by its employees or associates. CDT-AFRICA is committed to taking serious disciplinary measures that include dismissal or termination of any contractual obligations against individuals suspected of any abuse and exploitation including sexual exploitation and abuse. Anyone who has a complaint of any abuse or exploitation including sexual exploitation and abuse can contact:

Lead for Safeguarding

Name: _

Email address:

Telephone number:

Or

CDT-Africa Center leader

Name: Prof. Abebaw Fekadu

Email address: abebaw.fekadu@aau.edu.et

Telephone number: +251 91 289 4975

2.5. Principles

The policy upholds the following key principles

Confidentiality: When dealing with safeguarding concerns, it is critical to maintain confidentiality at all phases of the process. Information about the issue and subsequent case management should be communicated only to those who need to know and kept secure at all times. However, if a child is deemed to be at risk, information should be communicated with the local authority, and if a crime has been committed or if a child is in immediate danger, it should be shared with the police.

Whistleblowing: CDT-AFRICA employees must have the confidence to speak up or act if they are dissatisfied with something. When a person raises a concern about harmful or unlawful activities or any wrongdoing within their workplace, this is known as whistleblowing. Concerns about another employee or volunteer are also included in this category.

Best Interest of the Vulnerable Person and Survivors: the interest of the child, the vulnerable person and the survivor should be given primary consideration in actions involving them.

Cultural Sensitivity: Everyone shall be aware that cultural differences and similarities between people exist without assigning them a value – positive or negative, better or worse, right or wrong. In addition to awareness, acceptance of cultures and identities that aren't your own is important.

Protection from Sexual Exploitation and Abuse (PSEA): measures shall be taken to protect children and at-risk adults from sexual exploitation by staff and associated personnel, and ensure adequate response when abuses occur.

3. Procedures for Safeguarding

3.1. Safe Program Design and Implementation

CDT-AFRICA will follow the following procedures in designing and implementing its programs:

- 3.1.1. *Risk Assessment:* A general risk assessment should be conducted every year along with the annual progress report on the risks (see *Annex IV for Risk Assessment Form*). The specific risk assessment shall be conducted before a

new program is designed and implemented to identify risks and to take the necessary actions to reduce their impact.

3.1.2. *Use of Pictures:* CDT-AFRICA will request written or oral consent from adults and children (including consent from children and their parents or legal guardians) to use images and stories for media and other purposes. Images of others that are exploitative or offensive must not be used or circulated.

3.1.3. *Communications:* Messages, images, or videos that are abusive, discriminatory, or sexually explicit should never be posted on CDT-AFRICA's official social media platforms and websites including CDT-AFRICA-Staff's and Associated Parsons's personal and organizational accounts.

3.1.3.1. All communications with children and vulnerable adults both at personal encounters and CDT-AFRICA's mission should be within the framework of this policy.

3.1.3.2. All CDT-AFRICA Staff and Associated Persons shall adhere to politeness and the use of decent languages when communicating with third persons (including children and at-risk-adults) either face-to-face or online.

3.2. Safe Recruitment Procedures

CDT-AFRICA will follow these safe recruitment procedures when hiring new staff:

- A) **The Job Advertisement:** should include a clear statement about CDT-AFRICA's commitment to safeguarding. The job advertisement shall also state that there is zero tolerance for sexual exploitation and abuse. (*Annex V: Safe Requirement Check List*)
- B) **Self-Declaration:** Applicants should complete and sign a declaration of good character, including a section confirming they are safe to work with children and adults at risk and permitting checks to be made. (*Annex III: Self-Declaration Form*)
- C) **Code of Conduct:** All staff and volunteers and all those involved in CDT-AFRICA's activities should sign a code of conduct. (*Annex I: Code of Conduct*)
- D) **Safeguarding Induction:** As soon as possible after starting a job at CDT-AFRICA, staff should be briefed on the safeguarding policy and CDT-AFRICA's overall commitment to safeguarding. The name and contact details of the child safeguarding focal point must be provided.
- E) **A Probation Period:** CDT-AFRICA's Human Resource Manual and the Labor Proclamation of Ethiopia provide that a probation period could last for 60 days. This probation period can be used to actively assess suitability for the position and the person's commitment to the safeguarding code of conduct.
- F) **Proof of Identification:** New Staff's identities must be verified by checking their national ID card and keeping a copy in the organization's file.
- G) **Reference Checks:** At least two professional references should be consulted. References may include a previous employer. (Previously written references are not acceptable; reference checks shall be done using email or phone calls.) In addition to the references provided by the applicant, CDT-AFRICA shall contact the Human Resource Department of the applicant's previous employer to support

the reference checks. Depending on the sensitivity of the post, the background check may include a police check for fingerprints. The sensitivity of the post shall be assessed by the recruitment committee, senior management team, as well as the safeguarding focal person.

H) **Question about Safeguarding during Oral Interviews:** the recruitment committee, while conducting job interviews, shall ask questions on safeguarding depending on the job position.

3.3. Training and Capacity Building

Training and capacity building on safeguarding shall be provided to CDT-AFRICA Staff and Associated Persons regularly. The first training shall be provided as soon as this policy becomes effective; a regular refresher training shall be conducted annually in July.

3.4. Lessons Learned and Documentation

An annual assessment will be conducted on the progress of safeguarding to identify key issues and lessons. The annual report shall include the challenges faced during the monitoring year and extensive discussions shall be held among all CDT-AFRICA staff and core faculties. If such assessment necessitates the revision of this policy, actions shall be done without delay.

4. Roles and Responsibilities

4.1. CDT-AFRICA's Responsibilities

CDT-AFRICA will:

Ensure all staff have access to, and are familiar with their responsibilities defined in this policy;

Design and undertake all its programs and activities in a way that protects children and vulnerable adults from any risk of harm including sexual exploitation and abuse that may arise from their coming into contact with CDT-AFRICA. This includes how information about individuals in our programs is gathered and communicated

Implement stringent safeguarding procedures when recruiting, managing, and deploying staff and associated personnel

Ensure staff receive annual training on safeguarding at a level that commensurate with their role in the organization

Provide a safeguarding induction for newly appointed staff,

Follow up and take action on reports of safeguarding concerns including sexual exploitation and abuse promptly and per policy commitments and procedures indicated in this policy.

4.2. Responsibilities of the Safeguarding Focal Person

The Safeguarding Focal Person shall:

Ensure safeguarding training is given to CDT-AFRICA staff, volunteers, and other associated persons;

Ensure staff and others are aware of the child safeguarding policy and their responsibilities under it, for example by providing training and briefings;

Keep an accurate record of any incidents and process it in line with the procedures indicated in this Policy (including confidentiality and ethics);

Advise and support staff, volunteers, and partners in the implementation of the safeguarding policy;

Carry out risk assessments;

Ensure that CDT-AFRICA's activities take constant and regular account of safeguarding measures;

Map out and establish partnerships with local authorities and civil society organizations with expertise in child welfare, health, and law enforcement, so that information is available if an incident occurs or external advice is needed;

Ensure staff, volunteers, and any other associated persons are familiar with the safeguarding policy, and that the policy is accessible;

Act as the first point of contact if incidents of sexual harassment, exploitation, or abuse arise, and report escalating concerns to management;

Communicate complaints or respond following the appropriate procedures and provide referral or next step advice, including referral to the center leader, or Core faculties;

Check the safeguarding email every day and answer phone calls concerning safeguarding;

Keep the confidentiality of any incident;

Participate in safeguarding training, as required;

Produce an annual progress report;

Advise and represent the organization in matters relating to safeguarding.

4.3. Responsibilities of the center leader and Other Managerial Staff

4.3.1. The center leader, as well as other managerial staff, shall ensure that all CDT-AFRICA staff and associated personnel understand and comply with this Safeguarding Policy and sign the Safeguarding Code of Conduct.

4.3.2. The center leader, upon the report from the Safeguarding Focal Person, shall either form an Investigation Team or assign an Investigator immediately according to *Article 5.2.2.* of this Policy. The center leader shall communicate with local authorities, including law enforcement, as appropriate.

4.3.3. The center leader and other managerial staff shall be governed by the provisions of this Policy. They are required to sign the safeguarding code of conduct and avoid conflict of interest where it exists. In cases where they have a conflict of interest; they shall refer the case to either the core faculties or delegate any other management member given they are immune from conflict of interest in that particular case.

4.3.4. The center leader and the Managerial Team shall pass disciplinary decisions based on the investigation within 20 days from the date of receiving the complaint as per *Article 5.2.3.* of this Policy.

4.3.5. Human Resource Managers or the Recruitment Committee, as the case may be, are responsible for robust safe recruitment and induction,

4.3.6. Managers must ensure that all staff with specialized duties towards this policy have the appropriate experience, training, and support available to them, including staff responsible for receiving and handling sensitive reports and staff responsible for investigations.

4.3.7. Managers will ensure performance management of staff and support an accountable and safe organizational culture to prevent sexual harassment, exploitation and abuse, and child abuse.

4.4. Responsibilities of the core faculties

4.4.1. The core faculties shall be accountable for this Safeguarding Policy. They are required to oversee regular reports on policy implementation and risks to inform their guidance for the organization.

4.4.2. The core faculties shall review, update and enact the policy according to the timeframe specified in the Policy.

4.4.3. The core faculties are responsible to pass decisions on appealed complaints as per *Article 5.2.4.* of this Policy.

4.5. Responsibilities of All CDT-AFRICA Staff and Associated Persons

CDT-AFRICA staff and associated personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding policy violations and promotes the smooth implementation of the Safeguarding Policy;
- Report any concerns or suspicions regarding safeguarding violations including sexual exploitation and abuse by a CDT-AFRICA staff or associated personnel to the appropriate staff member;
- Prevent, report, and respond to sexual harassment, exploitation and abuse and child abuse;
- Read this policy and sign the Safeguarding Code of Conduct; and
- Uphold CDT-AFRICA’s Safeguarding Policy and Safeguarding Code of Conduct.

4.6. Accountability

The management team, the focal person, the core faculties, and all CDT-AFRICA staff and associated persons have the responsibility to:

Take all reasonable steps to ensure that they do not have unsupervised access to children or vulnerable adults during working on both organizational and personal duties;

Consider any potential safeguarding issues when planning new activities.

Develop a culture of safeguarding in all professional encounters and communication with children and adults including the use of safeguarding sensitive languages.

5. Procedures for Receiving and Responding to Allegations

5.1. Receiving Complaints/Allegations Reporting

5.1.1. Channels for Receiving Complaints

A) Any safeguarding concerns shall be raised by all staff, associated personnel, or the community via email, phone number, or physically to the following contacts.

Focal Person Contacts

Lead for Safeguarding

Name: _

Email address:

Telephone number:

Or

CDT-Africa Center leader

Name: Prof. Abebaw Fekadu

Email address: abebaw.fekadu@aau.edu.et

Telephone number: +251 91 289 4975

B) Sensitive complaints shall be directed to the focal person via -----to maintain strict confidentiality and accountability.

C) When any person has a complaint or concern about safeguarding, she/he should promptly notify the focal person assigned or the Project/Program Coordinator assigned to the project or the Center leader.

D) If such person is uncomfortable reporting to the aforementioned (for example, if they believe the complaint will not be taken seriously, or if that person is involved in the issue), they may report to any other appropriate staff member.

E) Complaints from external sources such as members of the public, partners, and official bodies will also be accepted similarly.

F) The reporting template shall be used to submit a complaint. **(see Annex II)**

5.2. Responding to Complaint

5.2.1. Acknowledgment of Complaint

A. The person who has received a complaint shall acknowledge the receipt of such by indicating that confidentiality of the case will be maintained and a legitimate response will be accorded within 20 days.

B. Complaints will be sorted as sensitive or non-sensitive. Where sensitive cases possess allegations amounting to the breach of governmental laws, the Center Leader shall

communicate with law enforcement agencies. Parallely, internal investigations shall take place as per this Policy.

C. The response (decisions) made after the investigations shall be communicated to the complainant on time, as soon as the decisions are made. Such communication shall disclose the right to appeal and the procedures thereof.

5.2.2. Recording Complaint

A. Complaints shall be recorded with full information provided under **Annex II** of this policy.

B. If the complainant is the person affected, they shall be asked for their consent before any written or voice record as the case may be.

C. If the complainant is not the person affected, they shall be asked if the person affected is aware of the report being made and whether or not the person affected has given consent for the report.

5.2.3. Investigation

A) All complaints of sexual harassment, exploitation, abuse, and child abuse made by CDT-AFRICA staff and associated personnel shall be properly reviewed, risk-assessed, and, if necessary, probed and/or referred to local authorities (the Police).

B) CDT-AFRICA's investigations shall be carried out in a timely within 15 days and in a professional manner by people with the necessary training and experience in safeguarding investigations.

C) The danger to all individuals involved will be assessed as part of the investigation. Consequently, the accused will be suspended until the investigation is completed where the allegation falls under gross misconduct under the following sub-article.

5.2.4. Measures (Actions)

A) Administrative or disciplinary action (written warnings or contract termination), legal action, and/or referral to the authorities for appropriate action, including criminal prosecution, are all possibilities. A survivor-centered approach will guide all initiatives, as will an assessment of feasibility and risk to all parties involved.

B) *Suspension* from duty entails the immediate quitting of the place of work until further notice. Suspension is employed in cases where time is needed for the investigation of a possible offense; Suspension is normally with pay and all other benefits. However, on the advice of the relevant supervisor, the Center Leader may authorize suspension without pay or reduced pay. If after the investigations have been completed, the staff

is found to be innocent of the suspected offense, all withheld pay and benefits are reimbursed.

- C) *Summary Dismissal* entails the *termination of contract employment* without notice. Offenses for which summary dismissal is mandatory are:
- i. Sexual abuse, Sexual exploitation, Physical abuse, Emotional abuse, or Neglect of a child or at-risk adult;
 - ii. Abuse of authority or sabotage to jeopardize safeguarding procedures;
 - iii. Giving false information in respect of this policy depending on the gravity of such act;
 - iv. Failure to keep confidentiality concerning allegations about this Policy, depending on the gravity of such omission;
 - v. Failure to report sexual abuse, sexual exploitation, physical abuse, emotional abuse, or neglect of a child or at-risk adult.
- D) *Written warnings* may be imposed for violations in case time is needed to note performance improvement or to take remedial action, such as training. Grounds for the issue of a written warning include:
- i. Failure to pass decisions on allegations within the time limit, without reasonable cause;
 - ii. Giving false information in respect of this policy depending on the gravity of such an act;
 - iii. Failure to keep confidentiality about allegations concerning this Policy, depending on the gravity of such omission;
 - iv. Unwillingness to participate in safeguarding training and refresher training on this Policy.
- E) *Verbal warnings*, with a note to file, are the least penalty, which may be imposed by a supervisor. Verbal warnings are not cumulative and attract no higher penalty. However, they may be taken into account in the annual evaluation.
- F) Procedures for suspension, dismissal, written warning, and verbal warning shall be carried out according to the **Human Resource Manual of CDT-AFRICA**.

5.2.5. Appeal

- A) An appeal may be made to the core faculties by any party not satisfied with the decisions passed by the managerial team.
- B) The decision on the appeal shall be made within 7 days from the date of application. If the decision on the appeal shall be officially communicated to the parties without delay.

5.2.6. Support

CDT-AFRICA, depending on the available budget, will offer support to the survivor including medical, psychosocial, and legal support. Where the survivor is a child, CDT-

AFRICA will work closely with the parents or guardians of the child to assure the best interest of the child. In the case of at-risk adults, CDT-AFRICA will recognize their needs, offer a “listening ear” and assist them in exploring options, including possible respite opportunities.

Referral List:

Police: 991 or 011 111 0111

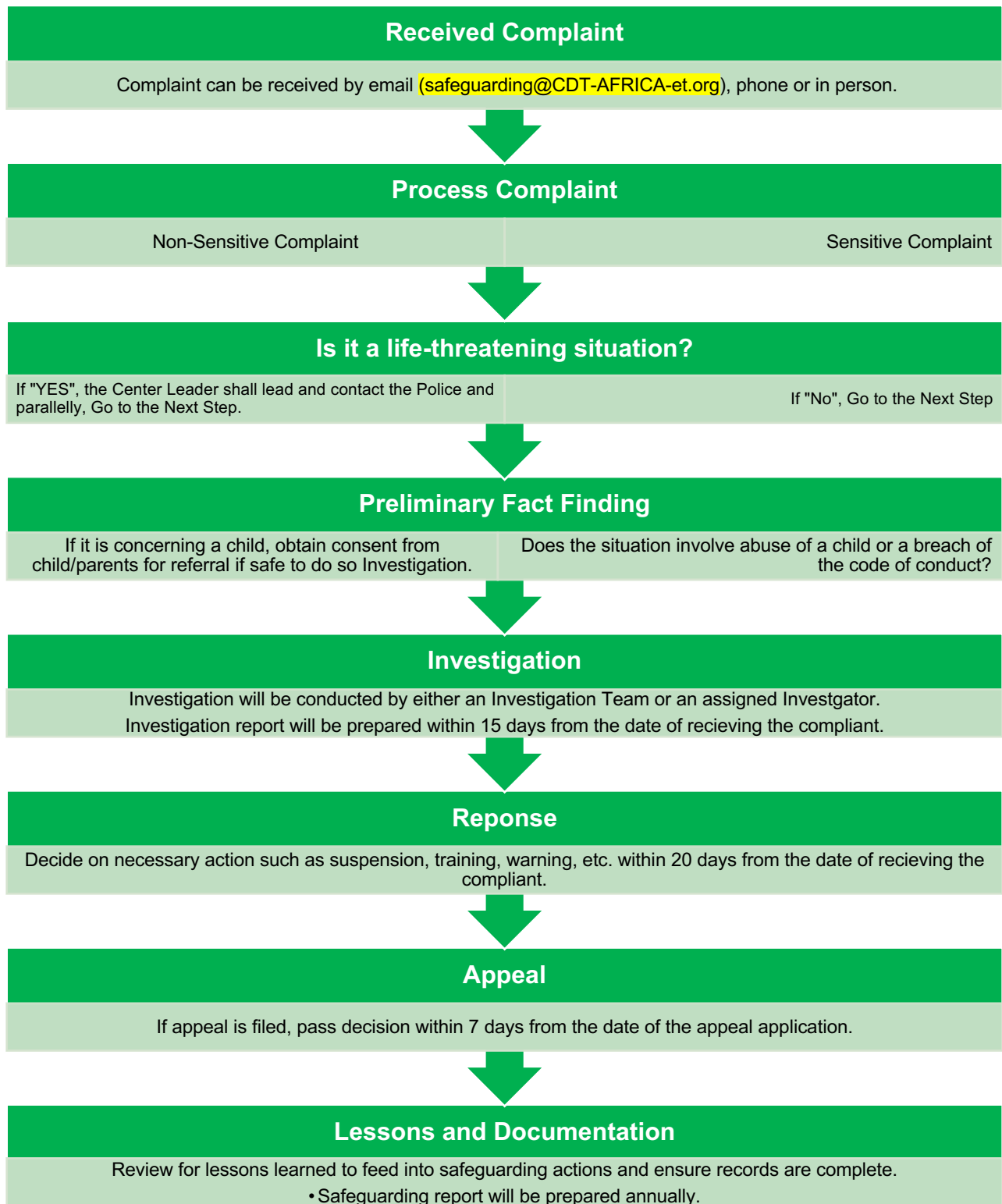
For Free Legal Aid:

- Ethiopian Women Lawyers’ Association (EWLA) Hotline: 7711

For Free Psychological Aid:

- Setaweet: 6488

Figure 1: Safeguarding Flow Chart



Revision and Effective Date

The policy will be reviewed every two years. If necessary, it can be amended earlier than two years upon the request by any interested party within the scope of this safeguarding policy based on the lessons learned. However, failure of revision within two years doesn't invalidate the applicability of this policy.

This policy is effective as of.

Annex I: Safeguarding Code of Conduct

This Safeguarding Code of Conduct is intended to provide an illustrative guide for CDT-AFRICA Staff and Associated Personnel to make decisions that exemplify CDT-AFRICA's Safeguarding Policy and its core values in their professional and personal lives. Any violation of this Safeguarding Code of Conduct is a serious concern and may result in disciplinary action, up to and including dismissal.

All CDT-AFRICA Staff and Associated Personnel must read and sign this Safeguarding Code of Conduct.

Child safeguarding

In my professional and personal conduct, I will NOT:

1. Engage in sexual activity or physical relationship with anyone under the age of 18,
2. Sexually abuse or exploit children,
3. Subject a child to physical, emotional, or psychological abuse, or neglect,
4. Engage in any commercially exploitative activities with children including child trafficking or child labor (hiring children for domestic or other labor, which is inappropriate given their age or developmental stage),
5. Post photographs or other information about children or their families on my personal social media or CDT-AFRICA's social media and website, without the permission of the children concerned and their parents,

In my professional and personal conduct, I will:

1. Always make sure I have another adult present when working with children,
2. Immediately report any concerns I have regarding possible violations of the CDT-AFRICA's Safeguarding Policy or Safeguarding Code of Conduct,
3. Ensure photographs or videos present children in a dignified and respectful manner.

Adult safeguarding

In my professional and personal conduct, I will NOT:

1. Sexually abuse or exploit at-risk adults,
2. Subject an at-risk adult to physical, emotional, or psychological abuse, or neglect,
3. Use language or behavior towards at-risk adults that is inappropriate, harassing, abusive, sexually provocative, demeaning, or culturally inappropriate,

Protection from sexual exploitation and abuse

In my professional and personal conduct, I will NOT:

1. Exchange money, employment, goods, or services for sexual activity (this includes any exchange of assistance that is due to beneficiaries of assistance),

2. Engage in any sexual relationships with beneficiaries or request any service or sexual favor from participants or beneficiaries,

Confidentiality

I will maintain the confidentiality of information relating to colleagues, work-related matters, or any sensitive information unless legally required to do so. I give consent to share information that should be shared with the Local Authority if a child is deemed to be at risk of harm or contact the police if they are in immediate danger, or if a crime has been committed.

Name: _____

Signature: _____

Date: _____

Annex II: Reporting Template

Completed forms shall be signed and stored in a secured and confidential place.

Reporting Date: _____

(1) Details of Person Affected

Name: _____

Telephone: _____

Email: _____

Address: _____

Age: _____

(2) Consent

Is the Person Affected aware this referral has been made?

A: _____

Has the Person Affected given consent for this referral?

A: _____

Do you think the Person Affected requires care and support?

A: _____

(3) Details of the Incident

(include the nature, degree and extent of the abuse or neglect (what happened); the length of time it has been occurring (previous incidents, what happened and date); the impact on the individual and / or their family (injury, distress); location and time of any incident)

(4) Details of Suspect

Name: _____

Telephone: _____

Email: _____

Address: _____

Relationship to CDT-AFRICA: _____

Relationship to the Affected Person: _____

(5) Details of Person Completing this Form

Name: _____

Telephone: _____

Email: _____

Address: _____

Signature: _____

Annex III: Self-Declaration Template

All applicants must complete this form.

Name of applicant: _____

Position applied for: _____

1. Have you ever been the subject of criminal or other legal proceedings regarding the safety and well-being of children and/or adults at risk? YES / NO

If yes, provide details:

2. Have you ever been asked to leave an organization or had your employment terminated because of your behavior or attitude towards children and/or adults-at-risk? YES / NO

If yes, provide details:

3. Are you aware of any reasons that might give rise to concerns about your suitability to work with children and/or adults-at-risk? YES / NO

If yes, provide details:

Declaration:

I confirm that the information I have given on this form is correct and complete. I am of good character and know of no reason why I would be considered unsuitable to work with children and/or adults at risk.

I confirm that I give my consent for CDT-AFRICA to carry out the relevant background checks and seek references as may be necessary to ensure I am suitable to work with children.

Signature: _____

Date: _____

Annex IV: Risk Assessment Form

The “Sexual Exploitation, Abuse and Sexual Harassment (SEAH) Risk Assessment Tool” (*developed by Resource and Support Hub Ethiopia*) may be used to analyze and mitigate risks. [Link Here](#)

Annex V: Safe Recruitment Checklist

Position: _____ Ref: _____ Successful Candidate: _____

No	Activity	Considerations	Yes/No/NA	Signature & date of Person confirming
1.	Job analysis Hiring Authorization form	<ul style="list-style-type: none"> a) Grade / Police Vetting Risk Assessment b) Level of access to vulnerable groups c) Level of responsibility to implement Safeguarding and Complaints follow-up 		
2.	Job advert	a) has a line on Safeguarding (and Code of Conduct) been included in the advert		
3.	Job Description	<ul style="list-style-type: none"> a) As a minimum has a line on Safeguarding (and Code of Conduct) been included in the Job Description b) Has the job description reflected responsibilities Specific to safeguarding implementation c) is the level of contact with vulnerable people <ul style="list-style-type: none"> a. clearly defined 		
4.	Interview questions	a) Have questions (relevant to the role] on Safeguarding been included to establish the candidate's understanding and attitudes toward safeguarding		
5.	Interview = Closing	<ul style="list-style-type: none"> a) has the candidate been reminded of our policies and that she/he will be expected to sign and commit to these b) Has the candidate been informed and confirmed their permission about safeguarding as part of reference checks (i.e., suitability to work with vulnerable groups) 		

		c) Where referent has the candidate been reminded of Garda/Police vetting		
6.	References	a) 2 reference received b) Has the referees' identity been confirmed (through an organization, organization email) c) Have relevant questions on Safeguarding been included as part of reference checks		
7.	Checking identity and other items	a) have you asked to see the successful candidate's original photo ID [Passport or Driver's License) b) Have you asked to see relevant certificates of qualifications		
8.	Garda/Police vetting	a) vetting required for this role? Has this been processed?		
9.	Signing Declaration Form	a) Received signed Self-Declaration Form b) Received signed Child Safeguarding Declaration Form		
10.	Signing Code of conduct	a) Received signed Code of Conduct		
11.	Training	a) Has the candidate been enrolled for induction on the Code of Conduct and Safeguarding Policies in week 1		

Annex VI: References