

Child Safeguarding Policy

Transparency International Zambia



Declaration

This document shall govern the Child Safeguarding Procedures of Transparency International Zambia, effective this.....day of..... in the year.....and will remain in force until such time that the Board of Directors advise otherwise.

**Signed:.....
Priscilla C. Chansa, Chapter President**

**Signed:.....
Maurice K. Nyambe, Executive Director**

November 2024

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SECTION 1 - PURPOSE

- 1.1. Safeguarding the children that we come into contact with throughout our work is a key priority for Transparency International Zambia (TI-Z).
- 1.2. The purpose of this policy is to make and keep TI-Z safe for children. It is our individual and collective responsibility to ensure that all children are protected from deliberate or unintentional acts that lead to the risk of, or actual, harm caused by TI-Z staff, representatives, members, partners, contractors and visitors in the course of our work.
- 1.3. TI-Z fully acknowledges the duty to safeguard and promote the welfare of children, and ensure all our safeguarding measures are embedded, accessible and communicated clearly to staff, partners, members, children and their communities, in a language they understand.
- 1.4. TI-Z is aware that there may be additional vulnerabilities facing children associated with their age, socio-economic background, disability, gender, racial heritage, religious belief, or identity. TI-Z is committed to ensuring that these, and whatever other vulnerabilities, do not become barriers to effective safeguarding of children.
- 1.5. TI-Z will take all reasonable steps to make itself safe for children, both as an organisation and in the conduct of all aspects of its day-to-day operations of governance, policy and campaigning work.

SECTION 2 - DEFINITIONS¹

2.1. Child Safeguarding

Making TI-Z a safe environment for children. It involves our collective and individual responsibility and actions to ensure that all children are protected from deliberate or unintentional acts that lead to the risk of or actual harm by TI-Z staff, representatives and third parties, who come into contact with children or impact them through our work.

2.2. Child Abuse

Anything which individuals, institutions or processes do, or fail to do, which directly or indirectly harms children or damages their prospects of a safe and healthy development into adulthood. **Child Physical abuse** is the non-accidental use of physical force that deliberately or inadvertently causes a risk of/or actual injury to a child. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing non-accidental physical harm to a child. Physical harm can also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness or temporary, permanent injury or disability of a child.

¹ Adapted from Save the Children

2.3. Child Neglect

Includes but is not limited to failing to provide adequate food, sufficient or seasonally appropriate clothing and /or shelter. Neglect is also failing to prevent harm, failing to ensure adequate supervision, failing to ensure access to appropriate medical care or treatment or providing inappropriate medical treatment, or failing to provide a safe physical environment, among others. In the context of this policy, child neglect can also be TI-Z staff, representatives, members, partners, contractors and sub-grantees failing to apply minimum requirements as set out in mandatory procedures.

2.4. Child Emotional Abuse

Doing harm to a child's emotional, intellectual, mental or psychological development. This may occur as an isolated event or on an ongoing basis. Emotional abuse includes but is not limited to any humiliating or degrading treatment (e.g. bad name-calling, threats, yelling/screaming/cursing, teasing, constant criticism, belittling, persistent shaming, etc.), failure to meet a child's emotional needs, and rejecting, ignoring, terrorizing, isolating or confining a child.

2.5. Child Sexual Abuse

The involvement of a child in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Adult males do not solely perpetrate sexual abuse. Women can also commit acts of sexual abuse, as can other children.

2.6. Child Exploitation

Child exploitation is an umbrella term used to describe the abuse of children who are forced, tricked, coerced or trafficked into exploitative activities. For TI-Z, child exploitation includes modern slavery and trafficking of children and children forced or recruited into armed conflict. Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur with the use of technology. Within TIZ child sexual abuse and exploitation also includes child early and forced marriage

2.7. Child Labour

Work that deprives children of their childhood, their potential and their dignity, and that is harmful to physical and mental development. It is work that is mentally, physically, socially or morally dangerous and harmful to children, and interferes with their schooling by depriving them of the opportunity to attend school, obliging them to leave school prematurely, or requiring them to attempt to combine school attendance with excessively long and heavy work.

If a young person, under the age of 18 is part of an apprenticeship scheme within the statutory law of the country and does not meet any of the aspects mentioned above, this would not be considered by TI-Z as child labour. However, any contractor or sub-contractor must inform TI-Z of the name of any apprentice who will be directly involved with our work. For TI-Z, it is not acceptable for any staff or representatives to engage anyone under the age of 18 to work as domestic help in their place of work or at home.

SECTION 3 – POLICY STATEMENTS

3.1. Child Safeguarding System

Development workers and other representatives of civil society organisations, such as TI-Z, are placed in a position of special trust by the people they serve. When that trust is exploited and standards for safeguarding children fail, immense damage is caused with long-term effects on the lives of children and their families, and implications for the credibility and reputation of the organisations involved. TI-Z has a zero tolerance approach to abuse and exploitation of children in any manner.

3.2. Scope of the Policy

TI-Z defines a child as anyone under the age of 18. The highest standards of safeguarding must be applied across all of TI-Z's programmes and applied to all TI-Z staff. This policy also applies to secondees, members, volunteers, interns, and third parties connected with TI-Z, including members, partners, consultants, contractors, and all visitors to TI-Z premises.

This policy covers all forms of child abuse. TI-Z recognises five categories of child abuse, which are sexual abuse, physical abuse, emotional abuse, neglect and exploitation. Other sub-categories may be adopted from time to time. The policy further covers any poor safeguarding practices.

3.3. Implementation and Review

TI-Z's Child Safeguarding Policy will have an initial review after one year and then every three years. The Policy and procedures, together with the TI-Z Code of Conduct, covers all aspects of our operations and programming and will be implemented in full in all TI-Z interventions.

3.4. Dissemination and Awareness Raising

TI-Z will ensure that the Child Safeguarding Policy and reporting procedures and mechanisms are made widely available and publicised to all staff and members. Further, all visitors to TI-Z programmes or offices who will have contact with children will be made aware of the TI-Z Child Safeguarding Policy, relevant procedures and Code of Conduct and the behaviour and conduct expected of them.

3.5. Personal Responsibility

All staff, representatives of TI-Z and third parties connected to TI-Z must demonstrate the highest standards of behaviour and conduct towards children both in their private and professional lives. They have a responsibility to understand and promote the Child Safeguarding Policy, procedures and the Code of Conduct. They must do all that they can to prevent, report and respond immediately to any child safeguarding concerns. It is the responsibility of every individual contracted or associated with TI-Z to make sure incidents that breach the TI-Z Child Safeguarding Policy, Code of Conduct and other related policies are reported and recorded through the appropriate mechanisms

3.6. Recruitment, Induction and Training of Staff

TI-Z takes care to ensure that its recruitment processes are rigorous and in line with statutory requirements and best practice. These processes include the use of police checks, where available, on all employees, and checking three references. All staff, members, volunteers and interns are required to complete mandatory Child Safeguarding training within a designated period after joining the organisation, and attendance is recorded.

3.7. Child Safety in TI-Z's interventions

TI-Z will, as far as possible, provide a safe physical environment for children by applying health and safety measures in accordance with relevant laws and regulatory guidance. We will comply with the relevant industry/sector standards and promote good practice within all our interventions.

3.8. Poor Safeguarding Practice

Poor safeguarding practice takes place whenever staff or any other person fail to provide the standard of care and support expected and directed by policies, procedures and training delivered by TI-Z. Poor safeguarding practice can occur through non-compliance with policies and procedures and when staff and third parties to whom this Policy applies ignore the rights and welfare of beneficiaries. Continued poor safeguarding practice may cause harm and can become abuse.

TI-Z takes poor safeguarding practice seriously and deems it unacceptable. Poor safeguarding practice must be reported. All reported cases of poor safeguarding practice will be dealt with in line with TI-Z safeguarding policies and/or disciplinary processes.

3.9. Relevant Laws & Endorsements

This policy will be implemented in accordance with all relevant Zambian laws protecting children from abuse, violence and harm and those outlining measures for reporting known or alleged cases of abuse. It will also be implemented in line with the United Nations Convention on the Rights of the Child (UNCRC).

3.10. Data Protection

Compliance with data protection law and policies must be central to all our processing of children's personal data. All TI-Z staff, representatives and third parties collecting children's data on TI-Z's behalf or in relation to any of our work must adhere to TI-Z policies, procedure and practice or ensure their own mechanisms comply with legal requirements for data protection.

SECTION 4 - ORGANISATIONAL COMMITMENT

In implementing this Child safeguarding policy, TI-Z commits to the following:

- Valuing and listening to children and young people;
- Ensuring that all staff and people directly associated with our work understand their personal responsibility to prevent and report any form of abuse and exploitation of children;
- Diligently implement our child safeguarding system by applying relevant policies, procedures, training and other learning opportunities across TI-Z and with our partners and relevant third parties;
- Ensuring that we create the right organisational culture and a safe and trusted environment for anyone to report child safeguarding incidents and/or concerns verbally or in writing and through child friendly and accessible mechanisms;
- All safeguarding actions and decisions will be taken in the best interests of the child and put the safety and welfare of the child first;
- Reporting suspected or known child safeguarding concerns, violations of this policy and Code of Conduct through the TI-Z incident reporting system within 24 hours of the incident coming to TI-Z's attention. Local reporting requirements for child abuse and potential criminal offences will also apply and be done in accordance with applicable legal standards;
- Ensuring that detailed and accurate records of all safeguarding concerns are collected, processed and stored securely, in accordance with the relevant data protection laws;
- Implement systems and processes to ensure we do not knowingly employ or contract anyone who poses a risk to children or brings them into contact with children connected to TI-Z ; and

- Addressing failure to comply with this policy immediately, which may ultimately result in termination of contracts or agreements, including dismissal.