



Conservation Farming Unit

CONSERVATION FARMING & CLIMATE SMART AGRICULTURE

SAFEGUARDING MANAGEMENT POLICY

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1.0 DEFINITIONS

Beneficiary: With regards to safeguarding, CFU uses a broad working definition of 'beneficiary' to include not only direct beneficiaries of a particular project, but also any child or vulnerable adult who might suffer harm caused by CFU employees or affiliates as part of CFU programme presence.

Child: Any person below the age of 18. The Safeguarding Management Policy covers interactions by CFU employees and affiliates with all children anywhere (not only beneficiaries).

Beneficiary protection: All measures taken to prevent and respond to abuse, neglect, exploitation and all other forms of violence against programme beneficiaries.

Contractor: The CFU regularly contracts with non-employee individuals and organizations to perform services for the CFU. These non-employee individuals and organizations may also be referred to as 'independent contractors', 'consultants,' or 'vendors', and are referred to in this document as 'Contractors'. Contractors are distinguished from organizations with which the CFU partners to carry out programme activity (including sub grantees).

Partner: A partner organization, for safeguarding purposes, is a Non-Governmental Organization, Community-Based Organization, for-profit enterprise, or other entity implementing a programme or activity on the CFU's behalf or in collaboration with the CFU, and which has a written agreement with CFU. The partner may or may not receive funding from CFU. Farmer Coordinators retained by, or acting on behalf of the CFU are considered to be under direct control of the CFU and not considered third parties for the purposes of this Policy.

Safeguarding: Preventing, reporting, and responding to harm or abuse of adult beneficiaries and any children by CFU employees and affiliates. Externally to CFU, there is often no distinction made between child and adult safeguarding.

Child safeguarding: Preventing, reporting, and responding to harm, abuse, harassment or exploitation of any child (< age 18) by a CFU employee or affiliate. The Safeguarding Management Policy also requires reporting/ referring child abuse cases affecting any child in the community in CFU programmes, even if not committed by CFU employees or affiliates.

Adult safeguarding: Preventing, reporting, and responding to harm, abuse or exploitation of an adult beneficiary (age 18+) by a CFU employee or affiliate. Includes Prevention of Sexual Exploitation and Abuse (PSEA), a frequently cited subset of safeguarding.

Sexual Exploitation and Abuse (SEA): The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.

The term “sexual abuse” means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Prevention of Sexual Exploitation and Abuse (PSEA): A term used by the United Nations and International Non-Governmental Organization community to refer to measures taken to protect vulnerable people from sexual exploitation and abuse by programme implementers.

CFU employees and affiliates: Refers to the full range of people accountable to CFU's Safeguarding policies and protocols, including all employees, interns, volunteers, and Board members, as well as external parties, including visitors, community volunteers, contractors, partners, and others affiliated with partners or contractors.

Volunteer: A person who is neither employed by the CFU nor legally obliged to work for CFU, but who on free will and without expectation of payment or other remuneration, contributes their time, skill, knowledge, efforts and expertise to CFU's work. 'Volunteer' includes a 'business volunteer' in a CFU office or affiliate; a 'supporter volunteer' without physical contact with programme beneficiaries or their records; 'beneficiaries community volunteer' who volunteers on behalf of their community to fulfill the community's responsibilities in an ongoing CFU project; and volunteers or 'incentive workers' from groups or communities targeted for assistance. All categories of volunteers are subject to applicable Safeguarding Management Policy, except community volunteers for whom the following apply:

1. The community volunteer does not have physical contact with programme beneficiaries or their records as part of their volunteer activities; AND
2. Beyond basic training, the CFU does not specify how to complete the relevant activities; AND
3. The community does not perceive or consider this person as 'part of the CFU's work' due to their volunteer activities, and if they were to harm a child or adult, would not be expected to hold CFU responsible.

The CFU considers such volunteers not to be under direct control of the CFU and are therefore considered third parties for the purposes of this Policy.

2.0 POLICY STATEMENT

The safeguarding Policy covers working with vulnerable groups and addresses issues of sexual exploitation, bullying and abuse, demands for personal favours and expands upon CFU's sexual harassment policy to cover all vulnerable populations, especially women and children, in one integrated policy.

This Policy emphasizes the unique vulnerabilities and special protection requirements for beneficiaries, along with the importance of preventing sexual exploitation and abuse (SEA), in particular, among other forms of child or adult beneficiary abuse. Safeguarding children and vulnerable adults we serve is foundational to all CFU activities and programmes. Central to everything we do is our commitment to first do no harm to children or adult beneficiaries, to respect the rights of all beneficiaries, and to uphold the best interests of farmers and the community as a primary consideration in all actions and decisions.

This Policy is grounded in CFU's broader mandates of training farmers in conservation farming which builds community capacity and strengthens local and national systems that protect programme beneficiaries from exploitation and abuse. The CFU has zero tolerance towards incidents of violence or abuse against children or adults, including sexual exploitation or abuse, committed either by employees or others affiliated with our work. The CFU takes necessary actions to respond to any suspected or known instances of abuse. Incident responses are centered on the child or adult survivor, prioritizing their interests. CFU is committed to continuous improvement of safeguarding efforts which emphasizes prevention of sexual exploitation, abuse and harassment (PSEA) and other forms of violence or harm. CFU despises any misuse of power, status, or trusted position for any sexual or other exploitative purposes. We endeavor to tackle this root cause of abuse in our prevention and training efforts.

3.0 PURPOSE AND SCOPE

This Policy applies to all CFU entities, including but not limited to Field Offices, Support Offices and all of its affiliated institutions. The CFU is focusing on preventing and responding to harm caused by sexual exploitation, abuse, harassment or bullying. The policy aims at minimizing the likelihood and impact of these actions and protecting all beneficiaries, children, adults and communities anywhere from harm caused by CFU employees, affiliates, and CFU programme presence. This Policy applies equally in CSAZ and all other CFU programmes.

4.0 SAFEGUARDING POLICIES AND RESPONSIBLE PARTIES

1 The CEO is the senior designated Safeguarding Officer who will be reporting regularly to senior leadership and the Board. He/she will be responsible for the promotion of improved environmental and social performance of the CFU through the effective use of management systems. The CEO will work with HR and the Safeguarding lead/Focal Point to address and resolve grievances from affected employees and Communities. He/She will ensure that external communications to and from Donors and other stakeholders are responded to and managed appropriately as the Official Spokesperson of the CFU.

Management will ensure Policy review, revision and trainings are done in accordance to this Policy

Finance and Administration department is responsible for ensuring the development, implementation and periodic review of safeguarding policies, organises and performs version control for the Safeguarding policy and ensures that all staff are trained on the policy

Safeguarding Lead/Focal Point (or designee) is responsible for ensuring the implementation and periodic review of contextualized safeguarding policies, which are to be consistent with the standards outlined in this Policy and in accordance with local laws. He/She will promote and provide means for adequate engagement with affected Communities on issues that could potentially affect or harm them and to ensure that relevant safeguarding information as outlined in this policy is disclosed and disseminated.

□ All Staff: All Staff are expected to comply and be consistent with the standards outlined in this document and in accordance with local laws, be available for training and alert management if review is necessary.

4.1 **Relevant CFU employees and Affiliates:** The CFU will equip all employees, interns, volunteers and Board members to understand and perform their safeguarding responsibilities and obligations. This also applies to appropriate standards to external parties, including visitors, community volunteers, contractors, partners, and others affiliated with partners or contractors, to address safeguarding risks relating to their engagement with CFU's work. Hereafter, the full range of people for whom all or some of this Policy are relevant (either directly or through contractual arrangements) will be referred to as 'CFU employees and/or affiliates.

4.2 **Awareness:** All CFU employees, interns, and Board members sign an acknowledgement that they know, understand and will follow this Safeguarding Policy after going through an induction process on the same. Signed agreements are kept on file by the relevant office.

4.3 **Agreements with Contractors:** Contractors engaged in situations where they or their employees or subcontractors may have access to beneficiaries in CFU programmes, or may have access to personal data about beneficiaries, require the safeguarding language below (or language substantively the same) in their contract with CFU. In addition, a copy of the Safeguarding Behavior Protocols must be attached to the contract. These requirements apply whether the Contractor is being paid for the services, or is providing them for free ('pro bono'), and is irrespective of the duration of the contract. In the course of performing this contract, Contractor and Contractor's employees will ensure that:

4.4.1. Any of their interactions with beneficiaries, or with personal data about such persons, will comply with the attached CFU Safeguarding Behavior Protocols, and with any other reasonable safeguarding measures that CFU may specify;

4.4.2. Any incidents of harm or risk of harm to children or to adult beneficiaries will be reported immediately to CFU;

4.4.3. Any individuals with access to children or adult beneficiaries, or to personal data about such persons, will have a current clean criminal background check for offenses against children or abuse of adults, to the extent permitted by law (evidence of which will be provided to CFU upon request); and

4.4.4. These safeguarding obligations will be clearly communicated to, and acknowledged by, all employees who may have access to children or to adult beneficiaries, or to personal data about such persons, and will be extended in identical form to any subcontractors (if any are authorized) engaged to perform this contract.'

4.4 **Agreements with Partner Organisations:** When engaging a partner for a CFU programme or programme activity, the agreement (whether referred to as an 'agreement', 'sub grant', 'Memorandum Of Understanding', or any other term), specifies that before the Partner begins any work on the project, the Partner's safeguarding policy and procedures must be provided to the CFU and approved by the CFU as appropriate for the programme at issue. Alternatively, the Partner can agree to follow CFU's Safeguarding

Policy in carrying out the programme activities. The agreement must ensure that any of the Partner's personnel working in the CFU project will have a current clean criminal background check for offenses against children or abuse of adults, to the extent permitted by law (evidence of which will be provided to CFU upon request).

- 4.5 **Training of CFU Staff and affiliates:** All CFU employees, interns, and Board members, as well as partners working within a CFU project, receive safeguarding training at the start of employment or CFU affiliation. CFU employees and affiliates will receive periodic refresher or other safeguarding awareness at least every quarter.
- 4.6 **Safeguarding Staffing:** Every CFU Regional Office appoints a Safeguarding Lead/Focal Point to provide leadership to the implementation of this Policy. The Lead/Focal Point has a mandate for direct access to the CEO should he/she feel that safeguarding issues are not being addressed adequately. The CEO is the senior designated Safeguarding Officer who will be reporting regularly to senior leadership and the Board.

5.0 CFU BEHAVIOUR PROTOCOLS

- 5.1 **Safeguarding Behaviour Protocols:** CFU employees and affiliates must strive to behave in ways that protect children and adult beneficiaries, prevent sexual exploitation and abuse, bullying and prevent any other intentional or unintentional harm to the people the CFU serves or works amongst. Rules of behavior are based on local and culturally appropriate interactions (provided these meets or exceed the minimum protocols below) with children, women and other vulnerable adults, and are included in the Safeguarding Policy. All CFU employees and affiliates abide by these protocols in their activities with the CFU, for all children anywhere and for all adult beneficiaries (see Definitions).

5.2 Acceptable Behavior for all CFU employees and affiliates:

- a) Create and maintain an environment which prevents sexual exploitation, harassment, bullying and abuse of children and adult beneficiaries and promotes the implementation of these Behavior Protocols;
- b) Are careful about perception and appearance in their language, actions and relationships with children and adult beneficiaries. Their behavior including in person and on digital platforms, both online and offline demonstrates a respect for children and adult beneficiaries and their rights;
- c) Ensure that all Communication, verbal, physical and online contact with children and beneficiaries is appropriate in the local culture;
- d) Use positive, non-violent methods to manage beneficiaries's behavior;
- e) Accept responsibility for personal behavior and actions as a representative of the CFU;

- f) Comply with safeguarding related investigations (internal and external) and make available any documentary or other information necessary for the completion of the investigation;
- g) comply with applicable data privacy laws and with relevant CFU data privacy and information security policies, including ICT policy, when handling any personal data about beneficiaries, noting in general that collecting or using such data must be limited to the minimum necessary, and that such data must be maintained and transferred in a secure, confidential manner;
- h) Immediately report through established reporting mechanisms any known or suspected safeguarding incident or breach of this Policy by a CFU employee or affiliate (See Section 10.2 on how to report.).

5.3 Unacceptable Behavior – CFU employees and affiliates do not:

- a) Develop or seek a sexual relationship with any beneficiary of any age; such relationships are not acceptable and will not be tolerated since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of CFU's development work;
- b) Sexually exploit, harass, bully or abuse any beneficiaries (adult or child); such behavior constitutes an act of gross misconduct;
- c) exchange money, employment, goods, or services for sex (including sexual favours) other forms of humiliating, degrading, or exploitative behavior or other exploitative demands is strictly prohibited. This includes exchange of assistance that is already due to beneficiaries;
- d) Fondle, hold, kiss, hug or touch children or adult beneficiaries in an inappropriate or culturally insensitive way;
- e) Use language, make suggestions or offer advice to a beneficiary which is inappropriate or abusive, including language that causes shame or humiliation, or is belittling or degrading;
- f) Spend excessive or unnecessary time alone with a beneficiary, away from others or behind closed doors or in a secluded area;
- g) condone or participate in behavior with beneficiaries which is illegal, unsafe or abusive; including harmful traditional practices, spiritual or ritualistic abuse; misuse or be careless with personal data about individual beneficiaries;
- h) Stay silent, cover up, or enable any known or suspected safeguarding incident or breach of Safeguarding Policy by a CFU employee or affiliate.

All CFU employees are required to at minimum acknowledge in writing the receipt and understanding of the Safeguarding Policy and Safeguarding Behavior Protocols.

6.0 DISCIPLINARY ACTION: Failure to follow the CFU Safeguarding Behavior Protocols, failure to follow any other part of the CFU Safeguarding Policy, other inappropriate behavior toward beneficiaries, or failing to report a known or suspected safeguarding incident committed by a CFU employee or affiliate, is grounds for discipline, up to and

including termination of the employment or other affiliation with the CFU as governed by the CFU disciplinary code of conduct in Section 6.0 (Schedules of offences and penalties) and Section 6.7 of the Human Resources Manual (Whistle blowing).

7.0 RECRUITMENT -SCREENING: The CFU will take diligent measures to screen out all people who might seek to use the CFU to harm beneficiaries or vulnerable groups, or whose past actions indicate an unacceptable risk of such harm. These measures include addressing safeguarding in job advertisements (when feasible), applications, interviews and references. Safeguarding screening measures are applied to all candidates for employment, Board members, volunteers, interns, individual contractors and farmer coordinators who will have access to programme beneficiaries or to their personal data. During the interview process, applicants are asked about previous work in a development programme. For references supplied by applicants, questions are asked regarding the suitability of the candidate to work with vulnerable groups and farmer focused Organization. Documentation of references is kept on file.

7.1 Identity and Background Checks: Candidates for employment, Board members, volunteers, interns, farmer coordinators as well as relevant personnel of contractors and partners have an identification check and an appropriate criminal record/police background check, to the extent permitted by law, prior to employment or engagement with the CFU, and periodically thereafter as required by law or appropriate for the context. People with a prior conviction for any crime against sexual exploitation or abuse against children or adult are not hired or engaged by the CFU, to the extent permitted by applicable law, and in any case will not be placed in a position with access to programme beneficiaries, or to their personal data.

8.0 COMMUNICATIONS, SOCIAL MEDIA AND DIGITAL TECHNOLOGY

Dignity: The CFU takes care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a programme beneficiary and the CFU ensures images are honest representations of the context and the facts. In all forms of communication, programme beneficiaries are treated and portrayed with dignity and not as helpless victims or in sexually suggestive poses.

Consent: Programme beneficiaries who are primary subjects of text, photo and/or video resource gathering by CFU employees must provide informed consent. Informed consent means the subject has a general understanding of the purpose of the reporting or photography, and gives verbal or written permission thereof. If the primary subject is a child, written consent is also collected from the parent, guardian, or other legally required entity or individual. (Appendix 6)

Prevention of Harm in Communications: The CFU is committed to storytelling that raises awareness of and promotion of conservation farming and will take the necessary steps to prevent harm through communications, social media and digital technology (including photographs/videos/audio clips, stories, articles, or any other communication materials).

10.0 SAFEGUARDING INCIDENTS AND RESPONSE PROTOCOLS

10.1 Responding to Safeguarding Incidents

All CFU Entities are required to investigate and respond to reports of programme beneficiary abuse in CFU programmes in ways which are consistent with the local law. A register of all reported safeguarding issues shall be maintained by the Finance and Administration department through the Human Resources office, and all reported safeguarding issues shall be classified under any of the two classes described below. The CFU uses two classes of Safeguarding Incidents to determine the CFU's response, which is based on the seriousness of the incident and the CFU's role.

Class 1 Safeguarding Incidents: Class 1 Incidents are defined as any incidents which puts programme beneficiaries in direct risk of potential harm by a non-CFU employee or affiliate. The affected communities must seek redress through the legal provisions such as the Anti-Gender Based Violence Act of 2011 and the Gender Equity and Equality Act No. 22 of 2015. In the event of risks and impacts in the CFU's area of influence resulting from a third party's actions, the CFU will address those risks and impacts in a manner commensurate with the CFU's control and influence over the third parties and with due regard to conflict of interest.

Class 2 Safeguarding Incidents: A Class 2 Incident is an allegation or accusation of harm or abuse to a programme beneficiary or vulnerable group by a CFU employee or affiliate. CFU Entities report actual or alleged Class 2 Incidents to the CEO within 24 hours of first notice.

10.2 Reporting and Investigations

All CFU employees and affiliates are responsible and obligated to report any suspicions of programme beneficiary abuse (or other safeguarding concerns, including any violations of this Policy) that is connected to the CFU or its programmes. The Safeguarding responsible officer in the CFU is the Chief Executive Officer. In addition, any concern or suspicion of sexual harassment, abuse or exploitation by a worker outside the CFU is immediately reported.

It is the responsibility of all persons to whom the complaint is raised to take seriously any safeguarding concerns, allegations, incidents or disclosures, and they are duty bound to report any incidents in compliance with the internal reporting guidelines outlined in this policy. It is essential that timely and effective action is taken, and therefore ensuring that the welfare of those affected is the paramount consideration.

Any safeguarding concerns, incidents, allegations or disclosures must be reported promptly and documented in writing (using the cause for concern form) to the most relevant and accessible point of contact. In the first instance this is the lead Safeguarding Officer of the CFU, the CEO; secondly a senior member of staff the reporter or victim feels most comfortable and able to report to. In certain circumstances, for example if a staff member is implicated in a disclosure, the whistle-blowing email may be used to report a safeguarding concern, incident, allegation or disclosure

▯ If needed or desired and prior to submitting a written report, the Victim or reporter can access support, guidance and advice regarding the issue through the Safeguarding officers.

▯ Forms should be password protected and circulated on a strict need to know basis. Written reports should aim to be submitted within 24 hours of the incident occurring.

▯ It is never an individual's responsibility to investigate a safeguarding case. No leading questions should be asked, and all written reports should be as factual and as objective as possible, and written to the fullest extent possible without speculation, assumption or opinion.

▯ Once the report has been submitted, the reporter's responsibilities have been effectively fulfilled (unless that individual is later needed as part of an investigative process.)

▯ Case discussions coordinated and chaired by the lead Safeguarding Officer and involving only relevant and necessary staff will take place as soon as possible following the receipt of a report, and should aim to occur within 72 hours. Decisions and actions will be taken on the basis of the case assessment, and appropriate steps or referrals will be made. If investigations result in a finding that this policy has been violated, the charge as outlined in the disciplinary procedure to follow shall be meted on the accused and the disciplinary process will take its course.

If confidentiality is required/preferred, or if the above options are not available for whatever reason: Use the CFU's Integrity and Protection Hotline also known as Whistleblower Hotline number +**260764860809**.

11.0 DISCLOSURE: Whilst the CFU maintains appropriate confidentiality for individuals in Safeguarding Incidents, it may disclose information about incidents, when lawfully permitted, in order to support prosecution of suspected criminal activity, meet donor and regulatory requirements, support learning and accountability, advocate to prevent future incidents, or as required by law. Information in ongoing investigations of Safeguarding Incidents, and information about past incidents, is shared only with those on a 'need-to-know' basis, as deemed necessary by the CFU. If it is likely that sensitive information about survivors or about violence to programme beneficiaries will not be kept confidential, and would put people at risk if accessed by unauthorized parties, such information is not collected. Detailed personal information, in particular health information, is not obtained or maintained by the CFU, except for the minimum necessary to ensure the CFU handles the matter appropriately. Such personal data is kept strictly confidential and protected in accordance with the applicable data protection and informational security standards.

11.2 Reporting to Authorities: All CFU Entities shall evaluate reporting safeguarding violations to appropriate legal authorities, assessing any legal obligations to report, as well as the interests of the survivor(s). Generally, reports are made, unless a report is judged likely to cause greater harm to existing victims or potential future victims.

If confidentiality is required/preferred, or if the above options are not available for whatever reason: Use the CFU's Integrity and Protection Hotline (also known as Whistleblower Hotline) +260764860809

11.3 CFU SAFEGUARDING INVESTIGATION FLOWCHART

CAUSE FOR CONCERN RECEIVED (24HOURS)

- Received(24 Hours)
- Ensure no one is at Risk of immediate harm
- Carry Out initial assessment



ASSESEMENT

- Are there immediate medical or psycho-social needs?
- Is there any immediate existing threat?
- Has the law been broken?
- Have any of our Policies been broken?



IF ANY INDIVIDUAL IS AT RISK OF HARM:

- If any individual is in need of medical attention or is in immediate harm, Emergency services should be engaged immediately without delay
- If a crime appears to have been committed, the police should be informed at the earliest opportunity



FACT GATHERING

- Case dependent ,but may include:
- Interview with complainant
- Review communication
- Followed by a written report



1ST SITTING (WITHIN 72 HOURS)

- Roles allocated
- Risk assessment and mitigation plan agreed
- Decision made on whether to investigate or gather more facts before taking a decision



INVESTIGATION (2 Weeks)

- Investigation plan written/signed off
- Evidence gathered
- Statements taken
- Interviews conducted
- Report written



DECISION (1 WEEK)

- Investigation report reviewed,
- Opportunity for follow up questions with investigations lead or safeguarding officer
- Decision made and communicated



DISPLINARY ACTION (IF STAFF IS IMPLICATED)

- Disciplinary action taken in line with outcome of investigation
- Decision about referencing for future employers



SUPPORT

- Actions to support Victim/Survivor
- -Referral to other agencies like Police, counselling services etc.
- -Offer Psycho -Social Support, Staff support (Confidentiality)
- Actions to support witnesses/discloser and others affected



RECOMMENDATIONS

- Protection of our people/Community members
- Future Management of Risk
- Prevention of future incidents



CASE CLOSED

- File Stored in Secure
- Safeguarding report
- Follow up offer of support

12.0 PROGRAMMING CONSIDERATIONS FOR SAFEGUARDING

Safeguarding Essentials in Programming: In all programmes across the CFU, the CFU seeks to do no harm to vulnerable groups or programme beneficiaries, to keep the interests of community members especially farmers at the Centre of our activities, to utilize opportunities to help farmers learn and practice conservation farming and be safer within their families and communities.

This includes consideration during programme design of programme beneficiary protection threats and issues, and influencing local actors and groups to be safer organizations for programme beneficiaries.

13.0 COMMUNITY FEEDBACK AND COMPLAINTS MECHANISMS: Programme beneficiaries must be made aware of established complaint mechanisms in CFU projects and their right to be safe from abuse, exploitation and harassment in CFU programmes.

An integrity and confidentiality Hotline will be shared at community and all other levels during trainings and a feedback box will be placed at all orientation and training meetings and at the office where all the parties can come through and make complaints. At Regional Office level, the Regional Manager is responsible for handling all such matters, with escalation to the CEO at HQ on matters involving the Regional Manager. Where a complainant can neither access the complaint box nor have access to the confidential Hotline, complaints can be made through the traditional leadership in the respective areas of operations and the local neighbourhood watch associations.

Every community-level CFU programme:

- a) Works with programme beneficiaries in the community to help them recognise inappropriate conduct by CFU employees or affiliates, and to develop safe and contextually appropriate community feedback mechanisms by which community members can report both general suggestions and any serious incidents of misconduct by CFU employees or affiliates.
- B) Provides information on how to report programme beneficiary abuse, sexual exploitation and abuse, or other breaches of Behaviour Protocols by CFU employees or affiliates.

14.0 TRAINING ON SAFEGURADING POLICY

Staff (new and established) must be trained on the most current version of the safeguarding policy. Staff can be trained using the PowerPoint presentation updated for the safeguarding policy. Staff should re-train at least every quarter if no changes have been made. Staff training should be documented on the Staff Training Log (Appendix 1) and the electronic training database. New staff should be trained on all relevant CFU Policies including the safeguarding policy in a timely manner (approximately 90 days) from commencement of employment. HR and Management should monitor training schedules regularly

14.1 Evaluation of Effectiveness of Training

A pre and Post Approach to training shall be used to assess the effectiveness of the safeguarding training on all staff and affiliates. Knowledge on safeguarding shall be assessed and gaps identified. An evaluation form shall be administered to assess whether the training has had the desired effects and results summarised in a report.

14.2 Prevention of Harm in training: Training in CA is implemented in a manner that keeps the safety of farmers as the top priority. This includes the review of all correspondence, training of staff and farmer coordinators to recognise and respond to abuse, constructive interaction with programme beneficiaries, and implementation of programme beneficiary protection programming interventions, the secure handling and storage of personal information, and gathering only the minimum elements of personal information necessary for the programme.

14.3 Responding of Abuse: CFU Field staff should always monitor and promote appropriate follow-up action or referrals if programme beneficiary safeguarding needs are observed or reported, as stipulated in this policy and consistent with local law.

15.0 SAFE FARMER PARTICIPATION

Prevention of Harm in farmer Participation: The CFU works to empower farmers and their communities as citizens and participants in their own well-being, and to minimize any risk of harm or negative consequence resulting from participation in activities promoted by the CFU. Community, Farmer participation programmes and activities are based on context analysis with clearly identified needs and expected results, along with how the project will measure progress towards achievement while mitigating risks through risk assessments.

16.0 ETHICS: Farmer and Community participation activities are designed and implemented to adhere to principles and ethics which keep the best interests of farmers as the top priority.

17.0 INFORMED CONSENT IN FARMER PARTICIPATION: Farmer participation in CFU activities are voluntary, inclusive and make informed decisions regarding participation, including due consideration of the benefits and risks that could be associated with the activity.

Farmer Travel: When it is in the best interests of the programme beneficiary, the CFU sometimes helps its farmers/farmer coordinators to travel to events such as field days, activities or other opportunities. In such cases the farmer/farmer coordinator's health, safety, well-being, and meaningful participation are the most important priorities during travel supported by the CFU.

18.0 VISITS TO CFU FIELD PROJECTS

Visitor Orientation to Safeguarding: All CFU Regional Offices must exercise diligence to ensure that all visitors uphold the relevant sections of this Policy. The following are the requirements applicable to visitors who visit a CFU project or have direct contact with farmers or community members in CFU programming areas;

a) Visitors: Visitors subject to this Policy include people going to a CFU field programme or meeting with a programme beneficiary. These include donors, partners or journalists invited by the CFU and Government officials. These are given

a brief orientation on Prevention of Harm in Communications (*Section 8.0*) and are accompanied by a CFU employee(s). A visitor's agreement form must be signed. (Appendix 5)

b) Visitors from other CFU offices who are employees or Board Members: The hosting region provides a brief orientation to any distinctive Safeguarding Behaviour Protocols that apply in that context, as well as local customs regarding interaction with the local people.

APPENDIX 1- CAUSE FOR CONCERN FORM

If the individual concerned is in immediate danger, or needs urgent medical treatment, call emergency services

SECTION A

Part 1 – Form completed by

Date:

Name:

Position:

email:

Contact number:

Part 2 – Nature of incident

Are you reporting: (indicate here)

1. a disclosure

2. a concern

3. an allegation

4. an incident

Part 3 – Details of individual concerned

Name:

Date of birth:

Gender:

Date and time of concern:

Programme (or connection to the CFU):

Present location (Region):

Part 4 – Cause for concern

Detail below an account of your concern.

Remember: It is never an individual's responsibility to resolve a case. No leading questions should be asked, & all reports should be factual and objective, and contain zero speculation, opinion or assumption.

SECTION B *Remaining sections to be completed by lead safeguarding officer

Part 1a – Actions taken

Detail here immediate actions taken (add as needed).

action responsible

Time frame

1.

2.

3.

Part 2a – External Organizations/agencies contacted

Police: (yes / no)

Name and contact number:

Details of advice received:

Social services: (yes / no)

Name and contact number:

Details of advice received:

APPENDIX 2- LEAD SAFEGUARDING OFFICER TOR

REQUIREMENTS

- Appropriate seniority to manage the demands and responsibilities of the role. A member of the Senior Management Team.
- Appropriately qualified to effectively fulfil the requirements of the role. Safeguarding training should be received once every two years to remain compliant with changes to legislation and best practice.)

RESPONSIBILITIES

- To act as the first point of contact of all staff, partners and affiliates for advice relating to any safeguarding issue
- Ensure the organization safeguarding policy is kept up to date and reviewed at least once every two years.
- To support staff compliance with safe recruitment procedures in-line with relevant policies.
- Responsible for working with the Senior Management Team and CFU Board to ensure the organization's safeguarding policy and related policies and procedures are followed and regularly updated.
- To communicate to the Board on their safeguarding duties and responsibilities and work with the them to see th; these are effectively fulfilled.
- Keep detailed, accurate, secure written records of concerns and referrals.
- Ensure the organizations safeguarding policy is made widely available and accessible to all Staff
- To promote and champion a working environment that prevents harm
- To know the contact details of relevant statutory agencies e.g. Police for allegations against staff.

NAME:
SIGNATURE:

POSITION:
DATE:

APPENDIX 3 -ACKNOWLEDGEMENT OF CFU BEHAVIOUR PROTOCOLS FORM

Having read the CFU Safeguarding Policy and examined my role in the CFU ,I have carefully reviewed each of the eight statements on **Acceptable and Unacceptable Behavior protocols for all CFU employees and affiliates** and do hereby declare that I have rread and understood the following behavior protocols;

1.Acceptable and Unacceptable Behaviour

- a) I shall Create and maintain an environment which prevents sexual exploitation, harassment, bullying and abuse of children and adult beneficiaries and promotes the implementation of these Behavior Protocols;
- b) Are careful about perception and appearance in their language, actions and relationships with children and adult beneficiaries. Their behavior including in person and on digital platforms, both online and offline demonstrates a respect for children and adult beneficiaries and their rights;
- c) ensure that all physical and online contact with children and beneficiaries is appropriate in the local culture;
- d) use positive, non-violent methods to manage beneficiaries 's behavior;
- e) accept responsibility for personal behavior and actions as a representative of the CFU;
- f) comply with safeguarding related investigations (internal and external) and make available any documentary or other information necessary for the completion of the investigation;
- g) comply with applicable data privacy laws and with relevant CFU data privacy and information security policies, including ICT policy, when handling any personal data about beneficiaries, noting in general that collecting or using such data must be limited to the minimum necessary, and that such data must be maintained and transferred in a secure, confidential manner;
- h) Immediately report through established reporting mechanisms any known or suspected safeguarding incident or breach of this Policy by a CFU employee or affiliate (See Section 10.2 on how to report.).

2 Unacceptable Behaviour – CFU employees and affiliates do not:

- a) Develop or seek a sexual relationship with any beneficiary of any age; such relationships are not acceptable and will not be tolerated since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of CFU's development work;
- b) Sexually exploit, harass, bully or abuse any beneficiaries (adult or child); such behavior constitutes an act of gross misconduct;

- c) exchange money, employment, goods, or services for sex (including sexual favours) other forms of humiliating, degrading, or exploitative behavior or other exploitative demands is strictly prohibited. This includes exchange of assistance that is already due to beneficiaries;
- d) Fondle, hold, kiss, hug or touch children or adult beneficiaries in an inappropriate or culturally insensitive way;
- e) Use language, make suggestions or offer advice to a beneficiary which is inappropriate or abusive, including language that causes shame or humiliation, or is belittling or degrading;
- f) Spend excessive or unnecessary time alone with a beneficiary, away from others or behind closed doors or in a secluded area;
- g) condone or participate in behavior with beneficiaries which is illegal, unsafe or abusive; including harmful traditional practices, spiritual or ritualistic abuse; misuse or be careless with personal data about individual beneficiaries;
- h) Stay silent, cover up, or enable any known or suspected safeguarding incident or breach of Safeguarding Policy by a CFU employee or affiliate.

Printed Name _____

Signed: _____ *Date:* _____

APPENDIX 5- VISITOR AGREEMENT FORM

To be completed by each visitor to a community in which CFU operates in, or is associated or affiliated with:

The following agreement has been drawn up for your best interests and in the interests of the children and vulnerable adults in the communities in which CFU operates.

ALL visitors must complete this form. Please read the CFU Safeguarding Policy and the Code of Conduct prior to signing this agreement.

VISITOR AGREEMENT

- I will not arrange to meet any of the children or vulnerable adults with whom CFU works, without a member of the CFU present.
- I agree not to give any personal contact details (e.g. address / telephone number / email address) to any child or vulnerable adult with whom CFU works, or to their family or community.
- I agree not to discuss, offer or agree to the provision of direct financial support to any individual or group in anyway associated with the CFU.
- I agree that I will abide by the standards and ethics of photography laid down in the Safeguarding Policy
- In addition, I agree that any and all photographs taken will be for personal use and I will not publish them on the internet or on any other printed material(s) without prior permission of the CFU
- I agree to conduct myself in a way that is in accordance with the values of the CFU. I understand that it is important to show respect to the staff, volunteers and communities I meet and to take into consideration the cultural sensitivities of the region I am visiting.
- I hereby agree to all of the above conditions and guidelines with regard to my visit. I understand that CFU reserves the right to terminate my visit for any reason and in particular if any of these conditions are breached.

SIGNED:
PROPOSED VISIT DATE:
CFU CONTACT:
YOUR NAME:
YOUR ADDRESS:

DATE:
LOCATION:

Thank you for taking the time to complete this form and also for helping us to see that your visit is safe and successful.

APPENDIX 6

APPENDIX 6-CONSENT FORM

NOTE: All photographs, videos, or other images will be taken in accordance with the standards and ethics laid out in the Safeguarding Policy.

The CFU will take all reasonable steps to see that images are kept securely and used for the purposes for which they were intended.

CONSENT: Where an individual is not able to read this form, it should be used to provide careful explanation of the contents and permissions it contains.

Where an individual under 18 does not have a parent / guardian present to provide consent, a judgement should be made regarding the individuals capacity to provide informed consent.

CONSENT AGREEMENT:

- I understand that the CFU may photograph, film, and record me, and may use my image and name as well as use written materials like drawings and transcribed statements from me to help tell a story, and to support and promote its work both inside and outside the organization.
- I agree that these materials may also be used to help support and promote the work of the CFU by its Partners, other individuals, businesses, organizations, or government agencies with whom CFU works. Some examples may include websites, events, presentations and publications.
- I understand the CFU will only use these materials for informational purposes, and not for the profit of any business
- I knowingly provide informed consent for the above

AGREED TO AND ACCEPTED BY PARTICIPANT:

PRINTED NAME:

SIGNATURE:

BIRTH DATE:

TODAYS DATE:

.....
PHONE NUMBER AND ADDRESS:

I hereby certify that I am the parent / guardian of:

And I hereby consent to the use of their image in-line with the parameters outlined above.

TODAYS DATE:

PHONE NUMBER AND ADDRESS

