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Pro Poor Ethiopian Development Organization (PEDO)

Safeguarding Policy



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1. Definitions of key terms

1.1. Safeguarding: Protecting children and adults at risk from harm within our programs and activities. This includes the prevention of exploitation and abuse as well as any harm caused by our failure to take reasonable care

1.2. Child/Young person: The United Nations Convention on the Rights of the Child (UN CRC) states that “ a child means every human being below the age of eighteen years. The Ethiopian law also defines anyone under the age of 18 as a child or young person and any one aged 18 and over as an adult.

1.3. Vulnerable adult: Within the context of PEDO work- a vulnerable adult is any one in any category who is in contact with intervention. Our staff must take both definitions into consideration for security inspection and other safe guarding purposes.

1.4. Regulated activity

1.4.1 For safeguarding purposes an activity involving ‘unsupervised’ contact with children and young people is considered to be **regulated activity**. Regulated activity with children is defined as frequent and unsupervised contact with a child or young person four or more days in a month or once in a week

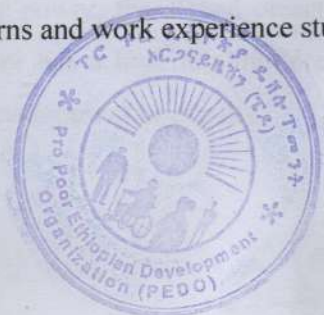
1.4.2 Activities taking place in a ‘specified place’ such as school, public gathering, market place, other socio economic facilities is considered to be regulated activity whether or not a designated supervisor is present.

1.5. Specified Place

A specified place is any premises where regulated activity with children young people and vulnerable adults takes place on a frequent basis. Anyone working in a specified place will automatically be fully vetted whether or not their work in the facility involves direct contact with a vulnerable person or group.

1.6. Child Protection: the measures and structures to prevent and respond to abuse, neglect, exploitation and violence affecting children

1.7. Personnel and associates: Permanent, maximum term or casual staff, individual contractors and consultants, Board members, volunteers, partners, interns and work experience students.



1.8. Representatives: people engaged by us having contact with children and vulnerable adults for a period of one day or longer

1.9. Child abuse: the deliberate act of ill-treatment that can harm or is likely to harm to a child's safety, wellbeing, dignity and development. Abuse includes all form of physical sexual psychological or emotional ill-treatment.

1.10. Physical abuse: involves the use violent physical force so as to cause actual or likely physical injury or suffering (eg hitting, shaking, burning, female genital mutilation, torture)

1.11. Emotional or psychological abuse: includes humiliating and degrading treatment such as bad name-calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation.

1.12. Discrimination: Exclusion or unequal treatment on the basis of race, social status etc.

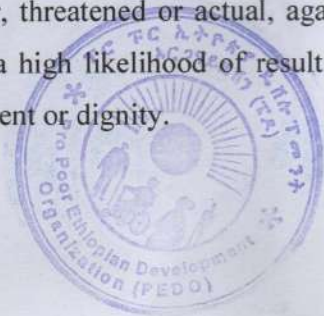
1.13. Abuse consists of anything which individuals, institutions or processes do or fail to do, intentionally or unintentionally, which harms a person/child or damages their wellbeing, dignity and prospect of safe and healthy development into adulthood. It includes all forms of physical abuse, emotional ill-treatment, sexual abuse and exploitation, neglect or negligent treatment, commercial or other exploitation of a person/child and includes any actions that result in actual or potential harm to a person/child.

1.14. Sexual abuse: includes all forms of sexual violence including incest, early and forced marriage, rape involvement in pornography and sexual slavery. Child sexual abuse may also include indecent touching or exposure, using sexually explicit language towards a child and showing children pornographic material

1.15. Neglect: Deliberately, or through carelessness or negligence failing to provide for or secure for a child, their rights to physical safety and development

1.16. Exploitation: Refers to the use of children for someone else's advantage, gratification or profit often resulting in unjust, cruel and harmful treatment of the child. These activities are to the detriment of the child's physical or mental health, education, moral or social-emotional development

1.17 Violence: The intentional use of physical force or power, threatened or actual, against a child, by an individual or group, that either results in or has a high likelihood of resulting in actual or potential harm to the child's health, survival, development or dignity.



Violence can be committed by individuals or by the state as well as group and organizations through their members and policies. It results not only in fear of/or actual injury but also in fundamental interference with personal freedom.

1.18 Bullying: is a behavior by an individual or group repeated overtime, which intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance cyber bullying via text messages, digital imagery or the internet) and is often motivated by prejudice against particular groups, for example on grounds of race, religion gender, sexual orientation etc.

1.19 Harm: the result of the exploitation, violence abuse and neglect of children and vulnerable adults can take many forms, including impacts of children's physical, emotional and behavioral development, their general health, their family and social relationships, their self-esteem, their educational attainment and aspirations.

1.20 Unacceptable risk: the portion of identified risk that cannot be tolerated, and that must be either eliminated or controlled. For people deemed an unacceptable risk, control mechanisms are not considered appropriate.

1.21 Safer recruitment: is a pre-employment check for all prospective staff to seek out anyone who may not be suitable to work with children and vulnerable young people. Safer recruitment is also to help identify and deter or reject individuals who are deemed to be at risk of abusing children

1.23 Professional boundaries: A sense of professional identity and self-definition that has consistency and cohesion over time when worker-client relationship occurs and it is also the line between the self of client and self of worker that prescribes a system of limits and expectations



2. Introduction

Pro Poor Ethiopian Development Organization (PEDO) is an indigenous NGO, established in June 2003 with two professional Diasporas and other three Ethiopians. Based on the new CSO law it was reregistered as Ethiopian Resident Charity Organization in October 2009. The organization envisions “seeing an environment that enables vulnerable group of people to play key role in the social, economic and political affairs of Ethiopia without being discriminated in utilizing their opportunities”

Pro Poor works towards the fulfillment of human dignity by addressing the economical psychosocial, physical and emotional needs; the core aim is to bring about hope and self esteem of the underprivileged through empowering them to meet their basic and services and creating an equitable environment.

Whilst Pp pursued a community based transformational approach, it took women and children rights, and welfare as an overarching purpose. It has been working to improve the lives of needy communities particularly children, women and youths, be a voice for voiceless, holistically empowering them to withstand disaster, reduce vulnerability of the affected and infected. . As strategic approach it emphasized community participation and ownership in the real sense of the term, building capacity of wide range local partners & stakeholders, and building strong networking and referral systems with likeminded NGOs, GOs and private entities that shares its vision. The organization has a clearly articulated direction of development and operational guidelines.

The Major Program Areas of PEDO are OVC? Youth Support, Livelihood promotion, HIV/AIDS prevention /Community empowerment and institutional capacity building while, its geographical Scope covers Benshangul Gmuz (Assosa) and Addis Ababa City Administration.

It is on these premises therefore that PEDO was initiated to establish a Safe guarding policy that helps ensure the safety of its members and beneficiaries by avoiding all forms of abuse, segregation and harming environment that goes in line with government policies. So, PEDO strongly fights all forms abuse within and outside its work places.



3. Purpose of the policy

PEDO is committed to building a safe environment for children, youth and adults where they are protected from any form of abuse, exploitation and violence which can cause harm to their wellbeing. The aim of this policy is to set out its commitment to safeguard and protect vulnerable people in our work and to **provide a clear protocol and frame work** for safeguarding and discharging our duty of care towards vulnerable people. The policy also aims to ensure that our staffs, volunteers and partner organizations provide an appropriate and effective safeguarding response whenever a concern for a child, young person or adult's welfare and safety is raised or when an incident has been reported to ensure that appropriate action is taken to protect and support any one that is affected. This policy and the associated safer working guide and vetting policy will also clarify the safeguarding parameters that we expect our partner organizations to observe as a prerequisite for collaborative work

4. PEDO's Commitment

This policy will enable *PRO POOR ETHIOPIA DEVELOPMENT ORGANIZATION* (PEDO) to demonstrate its commitment to keeping safe the vulnerable children and adults at risk with whom it works alongside. PEDO acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse. It is important to have the policy and procedures in place so that staff, volunteers, service users and careers, and management committee can work to prevent abuse and know what to do in the event of abuse. The organization has put procedures in place; such as safe recruitment, periodic trainings, sharing SG policy for Short-listed candidates before they come to interview, understanding and signing the code of conduct, awareness creation within the community; having safeguarding focal persons in place and reporting mechanisms. Also, PEDO will allocate budget to manage Safeguarding issues as necessary

Besides, PEDO recognizes that its beneficiaries, staffs, volunteers, associates and other children and adults have a likelihood of being subjected to harm and need to protect against any of the potential harms in relation to our interventions. Therefore, it is found necessary to put in place safeguarding policy and procedures to people related to our work with view to protecting them from any harm causing deeds such as violence, harassment, abuse, exploitation and the like. Our safe guarding policy will include respecting the rights and entitlement of the people including ensuring their participation, creating opportunities for them to access information and complaining their grievances and thereby develop a trusting and respectful relationship with them, in doing so, provide them a safe environment, so that they know they will be safe, listened to and supported. To this end, PEDO will:



- Employ zero tolerance to **all harms** of violence, abuse and exploitation against children and adults including **sexual violence** (and harassment, bullying and so on) is prohibited. Likewise, it **will not** also tolerate any form of sexual activities with beneficiaries..
- Safely recruit all staffs and **volunteers** with any responsibility for children and young people and vulnerable adults **through** the use of appropriate vetting procedures.
- Train all staffs and volunteers **with any responsibility for** or contact with prisoners in line with our safeguarding and **safer recruitment** principles and practice
- Respond without delay to **every complaint** or report suggesting that a prisoner may have been harmed, and **cooperating** with the relevant institution and authority in any investigation.
- Challenge any abuse of power, by anyone in a position of trust in the course of carrying out any work with **vulnerable people**.

5. Guiding principles

This policy is informed by a set of key principles enshrined in national and international instruments which include:

- Every person (Children and adults) have equal rights to protection from abuse and exploitation.
- Each person has a fundamental right to life, survival and development.
- All persons are equal irrespective of their age, race, color, sex, language, religious, political, or other opinion, national, ethnic, or social origin, property, disability, birth or other status.
- Children and adults have the right to **express** their views freely in all matters affecting them and their opinion will be given due consideration according to their age and maturity.
- Adults should be in charge of their care and of any decisions that affect their lives.
- Prevention of harm or abuse is the **primary** goal. Prevention involves working with individuals to reduce risks of harm or abuse that they find unacceptable.
- Safeguarding children and adults is most effective where individuals, professionals and communities work together to prevent, detect and respond to harm and abuse



6. Scope of the Policy

This Policy applies to:

- **Staff:** refers to staff who are full time, part time or intern.
- **Representatives:** refer to a range of paid and unpaid individuals who have committed to work with or support the organization. This includes consultants, researchers, contractors, volunteers, suppliers, vendors etc.
- **Visitors:** refers to a range of persons who are visiting PEDO's programs and may come into contact with children and adults. This includes journalists, media people, board members, sponsors and donors.
- **Partner agencies:** partner organizations that have a contractual agreement with PEDO for the implementation of projects. PEDO's is committed to aware partner organizations to comply with the expected behaviors and practices on prevention, reporting and responding to ensure children are protected at all time and settings.

7. Safeguarding responsibilities

7.1 All PEDO's employees and volunteers must follow guidance laid out in this policy and other associated policies and procedures and report any safeguarding concerns. We expect our staff and volunteers to be role models and to contribute to developing safe working practices. The following positions within LIAE have been identified as having specific safeguarding responsibilities within the organization and its work with external partners.

7.2 **Executive Director:** PEDO's Board has overall responsibility for ensuring effective safeguarding throughout the organization. This responsibility will be delegated to the Executive Director to monitor and report any safeguarding concerns or incidents to the Board. To that effect, the Board and Executive Director will:

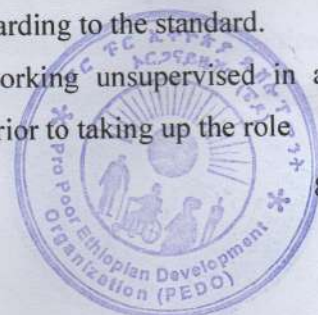
- Approve and monitor this and all other relevant policies and procedures and standards to ensure PEDO's fulfills its duty of care towards vulnerable people
- Ensure that any safeguarding concerns raised have been appropriately addressed and that the welfare of vulnerable people is ultimately safeguarded.
- Ensure that PEDO's integrity is maintained at all times and its reputation protected.
- Approve changes to this policy and any associated policies, procedures and reports.



- Constitute a panel to hear appeals challenging and existing decisions made by PEDO which the victim or perpetrator deems to be unsatisfactory or unfair.

7.3 Designated /focal safeguarding person: A Focal Safeguarding Person (FSP) can either be an existing member of the senior management team or any one appointed solely for the purpose of the role. This person will be responsible for implementing and monitoring this policy and for reporting concerns to the Executive Director and the Board. The FSP will:

- Ensure that all aspects of the policy are implemented across PEDO work
- Liaise with HR Administrator to ensure that employees and volunteers with safeguarding responsibilities are approximately vetted in line with this policy, prior to taking up a role with PEDO
- Ensure that all employees receive an appropriate level of safeguarding information that is commensurate to their duties.
- Liaise with PEDO partners and external agencies and other relevant statutory body when a safeguarding concern or incident is reported to it
- Ensure any safeguarding concerns raised between PEDO and its partner organizations are addressed and satisfactorily resolved
- Receive and respond to all safeguarding reports and ensure that they are fully investigated and resolved in accordance to set procedures.
- Ensure that there is an appropriate safeguarding monitoring and reporting procedures in place and that all employees and volunteers are aware of it.
- Ensure that PEDO projects have appropriate safeguarding standards for activities carried out with third party organizations or individuals.
- Implementing this safeguarding policy and other associated policies, procedures and guidance aimed at safeguarding the wellbeing of vulnerable groups involved in any PEDO activity or project.
- Developing and implementing specific safeguarding measures as part of an activity or project in order to ensure the safety of children and young people present during the activity. This will include ensuring that any PEDO workplace is safe and secure and that all relevant staffs and volunteers are appropriately oriented and understood their safeguarding responsibilities.
- Ensuring that any partner organization involved in hosting or running an activity of PEDO maintains a rigorous level of expected safeguarding to the standard.
- Ensuring that any member of staff or volunteer working unsupervised in a 'regulated activity' has been fully vetted and cleared prior to taking up the role.



- Ensuring that staff and **volunteers** working in non-regulated activity with children and young people are **fully and permanently** supervised at all times while carrying out the role. Note that if the role at any point involves unsupervised and frequent contact with children then it would be considered to be 'regulated activity' and the Safeguarding Administrator will need to ensure that the staff member or volunteer has been **appropriately vetted** otherwise the activity deemed illegal. The term 'fully supervised' can be defined as 'activity where the supervisor -who has him/herself been **safely recruited**- is always able to see the supervised worker's actions during his/her work'

7.4 Other employees and volunteers- All employees and volunteers of PEDO having substantial contact with vulnerable people (including prisoners) through their work have a duty of care. For the purpose of this policy, a volunteer is anyone offering his/her services in unpaid capacity.

7.5 Partner organizations: In instances where an employee or volunteer is recruited by another organization to work in partnership with PEDO, it is the responsibility of the recruiting organization to ensure that the volunteer is safely recruited and vetted should the role/project involve substantial contact with vulnerable people and their families. PEDO will ensure that any organization it partners with has robust safeguarding and safer recruitment policies and procedures in place and that relevant staff and volunteers have been safely recruited to work in their respective roles. Partner organizations must also ensure that relevant staff and volunteers fully understand their duty of care towards people we work or come in contact with and are familiar with the safeguarding policy of the organization they work for.

7.6 Executive Board:-The Executive Board is responsible for ensuring the effective implementation of this policy and associated procedures and ensuring that everyone linked with organization is equipped and supported to meet their responsibilities.

8. Safeguarding Implementation

8.1The scope of this safeguarding policy is broad and will be implemented via a range of policies and procedures within the organization aimed at embedding a culture of good safeguarding practice. These policies and procedures include the following :

8.1.1 Safer Working Guide - this aims to raise awareness among staff and volunteers of their duty of care towards vulnerable people by ensuring that they have a practical understanding of what constitutes illegal, unsafe and unwise behavior when working with children, young people or vulnerable people or vulnerable adults.

