
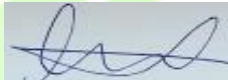
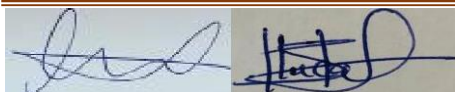




AfyaPlus Organization Safeguarding Policy and Procedures

Date of issue/Updated	Created: 5 st October, 2020 Last reviewed/Update: 7 th January, 2022	
Policy owner	AfyaPlus Organization	
Approved by	AfyaPlus Executive Director: Suzan Lucas Yumbe	Signature: 
Endorsed by	Chair AfyaPlus Board of Directors. Dr. Hussein Mohamed (PHD)	Signature: 

AFYA PLUS



- **Introduction**

AFYA PLUS is a not-for-profit organization operating its core development agenda of prevention and control of diseases through promotion of water sanitation and hygiene (WASH), Nutrition and empowerment of girls and young women. Initially, the organization was established and registered in June 2017 as a Community Based Organization (CBO) operating in Iringa region. Later, in June, 2020 it attained registration as a Non-Governmental Organization (NGO) under the Non-Governmental Organizations Act, No. 24 of 2002 as amended from time to time.

2. Purpose & Scope

The purpose of this policy statement is:

To protect children and young people who receive AFYA PLUS' services from harm. This includes the children of adults who use our services.

To provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of AFYA PLUS, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

3. Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in Tanzania including:

- The Law of the Child Act
- Child Development Policy by the Ministry of Community Development and Gender,
- Education Policy by the Ministry of Education, Vocational Training and Culture
- National Youth Policy
- Law of marriage act
- The Convention on the Rights of the Child



- Employment and Labour Relations Act,
- Law of the Child Employment Act

Definitions

Definitions Abuse - a violation of an individual's human and civil rights by any other person or persons. It can take the form of physical, psychological, financial or sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the health, survival, development or dignity of a child, young person or vulnerable adult. Abuse can be a single act or repeated acts and can be unintentional or deliberate. Abuse often involves criminal acts.

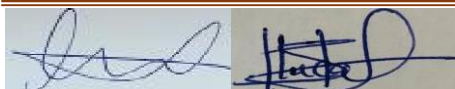
Discriminatory abuse – abuse motivated by a vulnerable person's age, race, nationality, sex, sexual orientation, disability, or other personal characteristic. Financial or material abuse - including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Neglect - the persistent failure to meet a vulnerable person's basic physical and/or psychological needs, likely to result in the serious impairment of his/her health or development. Examples include failure to provide adequate food, clothing and shelter, failure to protect them from physical or psychological harm or danger; failure to ensure adequate supervision (including the use of inadequate care-givers); or failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a vulnerable person's basic emotional needs.

Physical abuse – includes hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm, misuse of medication, restraint, or inappropriate sanctions.

Psychological abuse - includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks. Examples include not giving a vulnerable person opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on a vulnerable person, which may include interactions that are beyond a vulnerable person's developmental capability. It may involve serious bullying (including cyber bullying), or the exploitation or corruption of a vulnerable person.

Sexual abuse - involves forcing, enticing or coercing someone to take part in sexual activities, whether or not the vulnerable person 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 a vulnerable person 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). Sexual abuse can be carried out by adults or other children.


Child – AFYA PLUS regards a child as anyone under the age of 18 years, irrespective of the age of majority in the country in which the child lives or in their home country. It is widely recognised that children are generally more vulnerable to abuse and exploitation due to factors such as age, gender, social and economic status, developmental stage, and dependence on others. Vulnerable person/people – for the purposes of this policy this is an umbrella term which covers children, young people and vulnerable adults.

Vulnerable adult - a person, 18 years and above, who by reason of disability, age, gender, social and economic status, or illness, the context they are in, may be unable to take care of or to protect him or herself against abuse, harm or exploitation. Youth or young people individuals aged 15 to 25 (15 to 35 in some countries) – AFYA PLUS recognises that this group spans the categories of 'children and 'adults' but regards young people as having particular safeguarding needs and requiring distinct consideration aside from younger children and older adults.

4. Safeguarding Policy Statement

We believe that:


- All children and young people should be kept safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.
- Children and young people should never experience abuse of any kind.
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.
- All children have the right to be protected from economic exploitation and harmful work, from all forms of sexual exploitation and abuse, and from physical or mental violence.
- The welfare of children is paramount in all the work we do and in all the decisions we take
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.



· Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- Valuing, listening to and respecting them
- Appointing a nominated child protection lead for children and young people, a deputy and a lead trustee/board member for safeguarding
- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- Developing and implementing an effective online safety policy and related procedures
- Prohibiting any staff and student relationships
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- Sharing information about safeguarding and good practise with children and their families via leaflets, posters, group work and one-to-one discussions
- Making sure that children, young people and their families know where to go for help if they have a concern
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place



· Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance

· Building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

· Providing training opportunities for youth living in difficult circumstances.

· Creating an environment which nurtures youth talents and development.

.Create a culture that supports the reporting and resolution of allegations, suspicions or concerns about abuse of any kind or inappropriate behaviour

.create an inclusive culture that does not tolerate inappropriate, discriminatory, offensive or harmful behaviour towards any young person or child

5. Practical Safeguarding arrangements

a. Safer recruitment for Staff and volunteers

Safer recruitment procedures will be done to make sure everyone who works or volunteers at the event or activity is suitable to do so. This includes AFYA PLUS' own staff and volunteers as well as sub-contractors and anyone who is not directly accountable to your organisation such as staff or volunteers from partnership organisations. We will verify references for new candidates in order to make an informed decision about an applicant's suitability to work or volunteer with children.

By asking referees about the candidate's:

- suitability and ability to work with children and young people
- knowledge and understanding of child protection and safeguarding.

We will make sure that the information provided in the reference is consistent with the information provided by the candidate in their application form and interview and follow up any discrepancies, concerns, or vague statements.

b. Training

AFYA PLUS will have a consistent induction process in order to make sure everyone in our organisation fully understands and knows how to follow our safeguarding policies and procedures, by making sure all new staff and volunteers:

- have read and understand AFYA PLUS safeguarding policies and procedures
- know how to spot the signs that a child may be experiencing abuse



- know how to respond appropriately if a child makes a disclosure about abuse
- Know what to do if they have concerns about a child's wellbeing.

All staff and volunteers should complete child protection training as part of their induction – even if they say they have done this before. Everyone has to be up-to-date with knowledge and skills and understands how child protection works in our organisation.

There will be a mentoring and/or supervision process in place for new staff and a probationary period. This will allow concerns on either side to be raised and responded to appropriately.

c. Ongoing supervision and training

- Supervision and training will be regular and ongoing. This will give everyone a chance to reflect on and improve their child protection practice and keeps safeguarding at the front of their minds.
- Ensure everyone is kept up-to-date with any changes that are made to our safeguarding and child protection policies and procedures
- Regular child protection training for the staff and volunteers and provide regular opportunities for them to reflect on their practice

d. Managers

Managers at all levels are responsible for ensuring employees, volunteers, consultants, visitors and partner organisations are aware of the policy and are supported to implement and work in accordance with it, as well as creating a management culture that encourages a focus on safeguarding. They must ensure that they are responsive, acting immediately if they become aware of any safeguarding concerns, and supportive towards employees or volunteers who complain about breaches in this policy.

e. Code of Conduct

As an organisation that works with children, there is a need to have clear expectations about what behaviour is acceptable from adults, children and young people. We also have a Behaviour code policy which forms part of this safeguarding policy that each employee and volunteer is required to sign. This will help us to:

- protect children and young people from abuse
- manage any allegations or incidents of inappropriate behaviour
- ensure everyone - staff, volunteers and children and young people - feels safe, respected and valued.



f. Safer activities & events

We will make sure that all children who attend our events and activities are kept safe, whether they are regular or one-off. Some activities or events that take place in our organization which may include larger numbers of children, young people and adults than AFYA PLUS is used to working with, including some who are new to our group or organisation. The following measures will be taken to ensure that children and young people will be kept safe in such occurrences.

g. Consent

We will get consent from parents or carers for their child being involved in AFYA PLUS events and also seek consent from children and young people too. If necessary, make alternative arrangements for those who don't want to take part.

The consent form will give a good opportunity to check information such as emergency contact details and any medical conditions, allergies, disabilities or other vulnerabilities of the child or young person to ensure they receive the extra support they need.

h. Emergency information

There will be a list of emergency contact numbers for each child and make sure that it is easily available to the staff or volunteers who are responsible for the child.

Group leaders must know the procedures for contacting the emergency services if they need to and give parents and carers a number they can call if they need to contact us or their child in an emergency.

i. Additional needs

The staff and volunteers must be aware in advance of any additional support needs for each child.


j. Record keeping

Make sure that all written records, such as consent forms, medical information and any records about child protection concerns are secure.

k. Health and safety

Make sure that all the necessary health and safety measures are in place such as:

- make sure appropriate first aid cover is available



- make everyone aware of fire safety procedures
- find out as much as you can about external venues including visiting in advance wherever possible
- talk to any third party providers directly and make sure they are fully compliant with the law
- carry out comprehensive risk assessments in advance
- check that any organisations we are subcontracting to run activities comply with safety standards.

Take into account the level of ability and stage of development of the children and young people who will be involved and think about any support they need.

I. Everyone's responsibility

Brief staff and volunteers, so they understand any health and safety risks involved with the event or activity and how to mitigate them.

Make sure parents or carers know about all the activities their children and young people will be involved in, any risks that might occur and what steps we will have to take to keep children and young people safe. For example, explain what we will do if there are adverse weather conditions that would make an outdoor activity more dangerous. Remind parents or carers about any special kit their child will need, for example, safe footwear or waterproof clothing.

Be clear about whether we expect parents and carers to remain responsible for their children during the activity (for example if you have organised a family event).


Talk to children and young people and explain how we expect them to behave. This is especially important if their behaviour might have an impact on their safety, for example whilst travelling to the venue or taking part in an adventurous activity.

m. Supervision

Make sure the right number of adults is provided to supervise the children and young people participating, depending on their age, group size, the activity they are involved in and any specific needs or vulnerabilities that the children may have.

Never allow anyone under the age of 18 to be in sole charge of other children.

Take into account what would happen if a member of staff or volunteer had to leave to accompany a child to a hospital.



n. Who's who

Make it clear which adults are 'working' (whether paid or volunteers) and which are spectators. For example, issue our staff and volunteers with badges, t-shirts or hi-vis vests. This is important in case of an emergency. It also helps children and young people recognise trusted adults they can talk to if they have any concerns.

o. Free time

As a general rule, we should not allow under 11s unsupervised free time. If older children and young people are allowed unsupervised time, for example, if we have taken them on a day trip and they are looking around on their own, they should be in groups of at least three. Make sure they know where and how to contact a member of staff, what time they should reconvene with the group and where.

It's good practice for one or two adults to stay in one place, such as a central square, park or café, so that they are easily available and young people can check in with them regularly

p. Transport

Provide transport to get children and young people to and from the event or activity. If using a taxi company or bajaji or a coach make sure they are reputable, have the right insurance and that their drivers have signed the Code of Conduct.


Ensure children and young people are adequately supervised on the journey and take the necessary safety precautions depending on what kind of transport you're using (for example making sure everyone is wearing a seat belt)

Avoid using private cars to transport children and young people, unless this involves parents or carers making private transport arrangements with each other. If this is the case, make it clear that this is a private arrangement and not something your group or the organisation has set up.

Make sure parents or carers know what time and where to drop off and pick up their children. Make sure they tell you in advance who will be picking up their children if they aren't doing so themselves.

q. Overnight stays

In case children and young people are going to have an overnight stay, there are some extra things the organisation will need to consider.



r. Preparing parents, carers and children

Meet with parents or carers in advance to explain the arrangements for the trip and answer any questions they may have. Explain the steps you are taking to keep their children safe.

Ensure parents or carers know the address of where we will be staying and have an emergency telephone number they can call if they need to.

Talk to children and young people about keeping themselves safe and well while they are away. Give them the address of our accommodation and an emergency contact number, and make sure they know what to do if they get lost.

Make sure children and young people know who to talk to if they are unhappy or worried about anything – for example if they are being bullied, feel frightened or are homesick. Make sure all staff and volunteers are prepared to help and know how to respond to child protection concerns that may arise

s. Overnight accommodation

Make sure there are separate sleeping, washing and toilet areas for:

- adults and children
- older and younger children
- boys and girls.

Overnight trips for mixed groups should include at least one female and one male supervising adult. Although accommodation for adults should be separate from children, it should be nearby.

If possible, arrange to have exclusive use of the accommodation. If this isn't possible, try to negotiate the use of a whole floor and keep all the children's rooms close together.

If children's rooms are on different floors, adults should be available on each floor.

Make sure children know what to do if they need help in the night and if there is an emergency, for example a fire alarm.

What helps children and young people feel safe and happy on overnight trips?

Things that children and young people find helpful when they are away from home include:

- being able to take a special personal belonging
- having help finding their way around a new place – for example being shown where the toilets, eating area, recreational and meeting places and bedrooms are
- adults selecting who is sharing rooms fairly and making sure nobody is left out



- having communal areas for playing or meeting people
- being allowed to phone home
- having an identified adult to talk to about anything
- adults having a sense of humour and making jokes
- feeling like part of a team – adults making sure nobody is left out and arranging activities that involve teamwork

t. Letting third parties use your premise

If AFYA PLUS will allow others to use our premise for activities or events, we have a responsibility to make sure they are taking the right steps to keep children safe.

This applies regardless of the size of the room(s) people are using and whether they are paying us to use the venue.

u. Sharing policies and procedures

Make sure the groups using our facilities are doing everything they can to safeguard and protect children.

- Ask groups to share their safeguarding and child protection policy and procedures with you and check that these are adequate.
- Share our own safeguarding and child protection policy with the groups and ask them to comply with it (agreement should be given in writing).

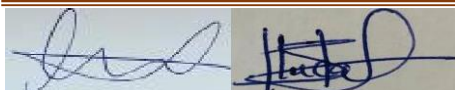
Make it clear that groups must put adequate health and safety measures in place. Check that they have carried out risk assessments and have the right insurance.

Give everyone hiring our venue the contact details for our child protection lead.

v. Sharing information and resources

Arrange an induction to familiarise the club/activity leader with the venue and share relevant safety information, for example where the fire exits and fire extinguishers are located.

Share our safeguarding and child protection resources with the groups using our premises, to make sure they are taking the right action to promote the welfare of children and protect them from harm.



w. Letting more than one group use our premises

If we're hiring out different rooms or areas to more than one group at the same time, there are extra measures must be taken to make sure children are safe such as:

- asking them to share their safeguarding and child protection policy with us and checking it is adequate
- sharing our organisation's safeguarding and child protection policy with the group and asking them to sign an agreement stating they will comply with it
- making sure groups have carried out risk assessments
- letting groups know if other people will be using the premises at the same time.

x. Risk assessment

Consider what risks children might be exposed to at our venue and take steps to mitigate those risks. This could include checking the people in our organisation are safe to work with children, and putting rules in place to make sure children are properly supervised by the groups that use our venue.

Everyone who works with children should have been through a safer recruitment process and have had the appropriate checks. You should check that any groups using your venue have followed safer recruitment procedures.


Consider any risks that may arise from the area around the venue. For example, think about street lighting, car parks and what we can do to make these areas safer.

y. Shared facilities and toilets

Children's and adult's groups should always have separate spaces. If it isn't possible to have separate facilities such as toilets for children and adults, you should notify groups of this before they start to use our premises.

Advise groups to wait until adults have left the bathroom before children and young people use them and vice versa.

When going to the toilet, younger children should be supervised by an adult of the same gender who has had the appropriate checks. Make sure the groups hiring our facility have enough adults to supervise their activity and take children to the bathroom. For older children, organisations should carry out a risk assessment and consider if it is appropriate for them to go to the bathroom unsupervised. The child's age, ability and development stage and the location of the bathroom should be taken into consideration.



6. Professional Boundaries

Staff and Volunteers must maintain professional boundaries at all times. Avoid placing yourself into situations where your actions may be misinterpreted.

- Young people should not be transported in vehicles of AFYA PLUS' staff or volunteers.
- Volunteers shouldn't spend excessive amounts of time alone with young people or undertake any home visits.
- Staff and volunteers should never intentionally let a young person know where they live.
- Befriending young people on social media or outside of working hours should be completely avoided.

7. Responding to safeguarding concerns

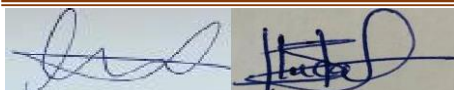
You should never wait until a child or young person tells you directly that they are experiencing abuse before taking action. You should also not let concerns about cultural sensitivity stand in the way of safeguarding and protecting children and young people. Report to AFYA PLUS Management team if you are concerned that a member of staff is acting in an unprofessional manner with a young person.

What to do if you are concerned about a child

If you are made aware of any allegations or suspicions of harm to a child, you should report your concerns immediately to the relevant contacts within AFYA PLUS management team.

When working through the process it is recommended that you:

- Remain calm and reassure the person that they have done the right thing by speaking up
- Listen carefully and give the person time to speak
- Explain that only the professionals who need to know will be informed, but never promise confidentiality
- Act immediately, and do not try to address the issue yourself
- Write a statement, giving as much detail as possible; date & time, what was said, how you acted, any names/parties mentioned
- Report to your line manager. It is the duty of anyone working with children to report disclosure of harm
- Remember that it is not for you to decide whether or not suspicion or claim is true; all instances must be taken seriously




Raising and responding to concerns

AFYA PLUS places a mandatory obligation on all employees, volunteers, contractors and partners to report concerns, suspicions, allegations and incidents which indicate actual or potential abuse or exploitation vulnerable people or which suggests this policy may have in any other way been breached. It is not the responsibility of the employees to decide whether or not abuse has taken place, however, concerns should be raised with an individual's line manager, functional lead or a designated safeguarding officer who will initiate the procedure for dealing with suspected or actual incidents of abuse. (For details refer to the Safeguarding Management Pathway for reporting concerns).

Designated Safeguarding Officers are responsible for ensuring that the reporting procedure is followed so that suspected or actual cases of abuse are responded to appropriately and consistently, and referred to the relevant statutory authority. To ensure that all such situations are handled appropriately and effectively: Reports must be made, and decisions and actions taken (For details, refer to Managing Safeguarding Concerns) AFYA PLUS is not an investigative authority. It is essential that referrals are made to the relevant law enforcement agency to ensure that appropriate protection and support is given to the vulnerable individual, and that any evidence is collected in accordance with the law. All sensitive and personal data must be kept confidential (including the names of anyone who makes a report of abuse), and be shared on a strictly 'need to know basis', that is, access must be necessary for the conduct of one's official duties. Where a AFYA PLUS employee is the subject of an investigation, the lead designated safeguarding officer will lead the case.

Designated Safeguarding

Officers Designated safeguarding officers are responsible for handling reports or concerns, about the protection of vulnerable people, appropriately and in accordance with the procedures that underpin this policy. The lead designated safeguarding officer is responsible for: monitoring and recording safeguarding concerns referrals to the relevant authorities happen without delay updating safeguarding training for all staff ensuring this policy is reviewed every 3 years or earlier if necessary ensuring it is implemented throughout the organisation and safeguarding training given ensuring monitoring and recording procedures are implemented.



Contact details

Nominated lead safeguarding

Name: Severine Allute

Email: severineallute@gmail.com

Deputy Child protection lead(s)

Name: Magreth Saisai

Phone: 0717123411

Email: magreth@afyaplustz.or.tz

Senior lead for safeguarding and child protection

Name: Suzan Lucas Yumbe

Phone: 0756 825134

Email: suzan@afyaplustz.or.tz / lucas.suzan@yahoo.com

This policy came into force on 1st June 2021



Two handwritten signatures in blue ink are shown side-by-side on a light blue background.

AFYA PLUS Tanzania Behaviour Code of Ethics
Last updated 3rd January, 2022



Purpose

This behaviour code outlines the conduct AFYA PLUS expects from all our staff and volunteers. This includes trustees, temporary staff, interns, students on work placement and anyone who is undertaking duties for the organisation, whether paid or unpaid. The behaviour code aims to help us protect children and young people from abuse and reduce the possibility of unfounded allegations being made. It has been informed by the views of children and young people.

AFYA PLUS Tanzania is responsible for making sure everyone taking part in our services has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

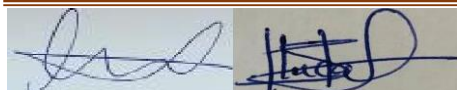
The role of staff and volunteers

In your role at AFYA PLUS you are acting in a position of authority and have a duty of care towards the children and young people we work with. You are likely to be seen as a role model and are expected to act appropriately.

Responsibility

You are responsible for:

- prioritising the welfare of children and young people
- providing a safe environment for children and young people
- ensuring equipment is used safely and for its intended purpose
- having good awareness of issues to do with safeguarding and child protection and taking action when appropriate.
- following our principles, policies and procedures, including our policies and procedures for child protection/safeguarding, whistleblowing and online safety
- staying within the law at all times
- modelling good behaviour for children and young people to follow
- challenging all unacceptable behaviour and reporting any breaches of the behaviour code to AFYA PLUS Tanzania Safeguarding Lead, Severine Allute
- reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures or this includes behaviour being displayed by an adult or child and directed at anybody of any age.

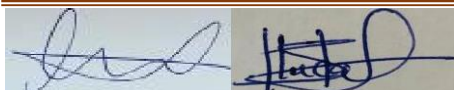


This are our values:

- The standard required from the staff will be differentiated from the standard required from the participants
- Participants can take as long as they want on their development journey - we accept anyone, as they are!
- We expect more from the staff as Things have changed.
- Need for professionalism at work
- Accountable to donors and especially young people
- With the best staff / programmes we will have the opportunity to deliver the greatest impact - directly to young people also then attracting more donors / partners to reach more young people.
- AFYA PLUS can't pay what its staff are really worth
- Creating an amazing working environment with fantastic colleagues is a major incentive to work at AFYA PLUS.
- Having a team of stars - amazing people who embody the values we expect of employees
- "Getting the wrong people off the bus"
- AFYA PLUS! Need to coordinate recruitment of staff - do they have the right skills, who will manage them? Can we afford to pay them?

Expectations of staff:

- Hard working
- Reliable, deliver work in good time, make realistic promises, and produce a good amount of work
- Care deeply about impact for young people / community
- Talented, excellent at job - or making excellent progress.
- Honest and open, even with hard truths - in order to grow
- Good people "watu wema"
- Good judgement
- Freedom and responsibility
- Adult - adult interactions, mutual respect



- Well organised and thinking ahead
- Team spirit - work very well with colleagues, help each other
- Learning and developing outside of work
- Excellent communication
- Listening and responsiveness to feedback
- Accountable to colleagues so they know when you're available **Expectations from**

managers:

- Organise and deliver amazing programmes and activities!
- Lead and grow your team
- Manage budgets
- Create and sustain AFYA PLUS culture
- Organisational responsibilities (compliance, legal, safety, vision)

Rights

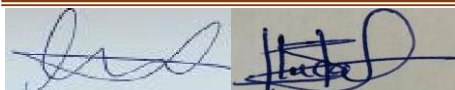
You should:

- treat children and young people fairly and without prejudice or discrimination
- understand that children and young people are individuals with individual needs
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation
- challenge discrimination and prejudice
- encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

Relationships

You should:

- promote relationships that are based on openness, honesty, trust and respect
- avoid favouritism
- be patient with others
- exercise caution when you are discussing sensitive issues with children or young people
- ensure your contact with children and young people is appropriate and relevant to the work of the project you are involved in
- ensure that whenever possible, there is more than one adult present during activities with children and young people o if a situation arises where you are alone with a child or young person, ensure that you are within sight or hearing of other adults.



- o if a child specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you and the child are.
- only provide personal care in an emergency and make sure there is more than one adult present if possible
 - o unless it has been agreed that the provision of personal care is part of your role and you have been trained to do this safely.

Respect

You should:

- listen to and respect children at all times
- value and take children's contributions seriously, actively involving them in planning activities wherever possible
- respect a young person's right to personal privacy as far as possible.
- If you need to break confidentiality in order to follow child protection procedures, it is important to explain this to the child or young person at the earliest opportunity.

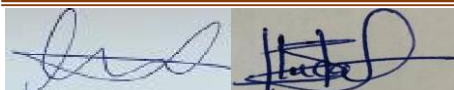
Unacceptable behaviour

When working with children and young people, you must not:

- allow concerns or allegations to go unreported
- take unnecessary risks
- smoke, consume alcohol or use illegal substances
- develop inappropriate relationships with children and young people
- make inappropriate promises to children and young people
- engage in behaviour that is in any way abusive, including having any form of sexual contact with a child or young person.
- let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account
- act in a way that can be perceived as threatening or intrusive
- patronise or belittle children and young people
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people

Upholding this code of behaviour

You should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you. If you have behaved inappropriately you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you may be asked to leave AFYA PLUS. We may also make a report to statutory agencies such as the police and/or the local authority child protection services. If you become aware of any breaches of this code, you must report them to Severine Allute. If necessary you should follow our whistleblowing procedure and safeguarding and child protection procedures.



I confirm that I have read and understood AFYA PLUS Safeguarding Policy and I agree to follow the Code of Conduct:

Name: _____

Signed: _____

Date: _____



KANUNI ZA MAADILI ZA AFYA PLUS

Malengo

Kanuni hii ya maadili inaelezea mienendo gani AFYA PLUS Tanzania inategemea kutoka kwa washiriki wake na watu wanaojitolea kufanya kazi AFYA PLUS. Hii inajumuisha wadhamini, wafanyakazi wa muda mfupi, wanafunzi wanaofanya mafunzo kwa vitendo pamoja na wote wanaofanya majukumu yao kwenye shirika, aidha wanalipwa au hawalipwi. Lengo la kanuni hii ya maadili ni kuwakulinda watoto na vijana na unyanyasaji na kupunguza uwezekano wa lawama zozote zinazoweza kujitokeza.

AFYA PLUS Tanzania inajukumu ya kuhakikisha kuwa kila mshiriki wa huduma za AFYA PLUS ameona ameelewa na kukubali kuenenda na kanuni zetu za maadili na pia wanaelewa gharama za kuwa na tabia yoyote isiyofaa. Tunataka washiriki wote wakubali na kuishi kulingana na makubaliano na tutatoa mafunzo na uwezeshaji kuhakikisha inafanikiwa.

Jukumu la wafanyakazi na wanaojitolea

Kwa majukumu lako AFYA PLUS unakaa katika nafasi yenye mamlaka hivyo tunatarajia utakuwa na wajibu wa kutumia nafasi hii vizuri ya kuwalinda watoto na vijana ambao tunafanya nao kazi. Unaweza ukaonwa kama mfano wa kuigwa hivyo tunatarajia kuona utaenenda sawa sawa.

Majukumu yako ni:

- Ustawi wa watoto na vijana kuwa kipaumbele
- kuweka mazingira salama kwa vijana na watoto
- kuhakikisha vifaa vinatumika kwa usalama na kwa madhumuni yake yaliyokusudiwa
- kuwa na ufahamu mzuri wa maswala ya kuwalinda watoto na vijana na kuchukua hatua yoyote pale inapofaa

- kufuata kanuni, sera na taratibu, pamoja na sera na taratibu zetu za ulinzi na usalama wa watoto, sera ya kufichua maovu na usalama mitandaoni
- Kufuata sheria wakati wote
- Kuwa na tabia nzuri wa kuigwa kwaajili ya watoto na vijana
- Kupinga tabia zozote zisizokubalika na kuripoti ukiukaji wowote wa kanuni ya maadili kwa kiongozi wa kulinda wa AFYA PLUS Anold Luhwago
- Kuripoti wasiwasi wowote juu ya tabia ya unyanyasaji, kwa kufuata taratibu zetu za usalama na ulinzi kwa watoto hii ni pamoja na tabia zinazojionyesha kwa mtu mzima au mtoto au kuelekezwa kwa mtu yeyote wa umri wowote.
- Nafasi / Fursa sawa. AFYA PLUS inajitahidi kufanya shughuli zake katika fursa ya usawa na pia imejidhaatiti na kujikamilisha kuchukua hatua zozote zile za msingi na mifumo ili kuhakikisha kuna fursa sawa kwa vijana wote bila ya kujali jinsia, umri, kiwango cha maendeleo, ulemavu, mahusiano, dini, tamaduni, mila, hata kabila

VIPIMO KWA WASHIRIKI

Hatuangalii vigezo maalumu wala elimu kwa washiriki wetu, hivyo tunachoangalia ni watu ambao wako tayari kujifunza mambo mbalimbali ili kuja kuwa wananchi walio hai katika jamii na nchi kwa ujumla. Kuna maeneo 7 ambayo tunaangalia ambayo ni:

a) Kukubali na kuwatayari

Unatakiwa kuwa tayari mwenye mtazamo chanya kufanya kazi kwa kujitolea ili kuleta mafanikio yatakayoonekana.

b) Kuwa tayari kujifunza

Unatakiwa kuwa na malengoe ndeleu ya kujifunza mambo mapya na pia kuendeleza wengine.

c) Kuwa na uwezo wa kutatua matatizo kwa vitendo.

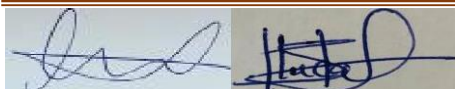
Uwezo wakutatua matatizo mbalimbali kwa kutumia nyenzo zilizopo, na kufanya mambo chanya katika kufanya maamuzi panapostahili.

d) Mabadiliko na utambuzi

Kukubali mabadiliko kulingana na mahitaji ya sehemu au mazingira mbalimbali.

e) Kujiamini

Kujiamini katika kufanyakazi na watu a aina tofauti ukiwa huru mwelevu ,kwa upole na busara pia.



f) Kufanyakazi na wengine

Uweze kufanya kazi na watu wengine hasa jamii na kuwasidia katika kutatua matatizo mbalimbali ili kuhakikisha malengo yao yanafikiwa.

g) Ufahamu juu ya mahitaji ya wengine.

Uwezo wakuheshimu watu wengine na hata tamaduni zao. Uwezo mzuri wa kusikiliza na utulivu. Katika kipindi chote utakachokuwa AFYA PLUS ni muhimu kuonesha uhitaji wako na utayari wako katika kuendeleza hizi sheria na haya mazingatio. Kinyume na hapo utakuwa umeshindwa au umevunja makubaliano na sheria za AFYA PLUS.

Haki


Unatakiwa:

- kuhakikisha usawa kwa wote, watoto na vijana bila ya ubaguzi au chuki zisizo na sababu
- kujua kuwa watoto na vijana ni watu wenye mahitaji yao binafsi
- Kuheshimu tofauti za kijinsia, tamaduni, kabila, ulemavu na mifumo ya imani ya kidini, na kutambua kuwa washiriki wanaweza kuongeza mcango wa thamani kwenye shirika
- Kuwahimiza vijana na watu wazima kuongea juu ya tabia zozote zinazowafanya wasifurahi

Mahusiano

Unatakiwa

- kukuza mahusiano ambayo yanategemea uwazi, uaminifu, na heshima
- kuepuka upendeleo wa aina yeyote
- Kuwa mvumilivu na wengine
- kutahadhari wakati unapojadili maswala nyeti na watoto au vijana
- kuhakikisha mahusiano yako na watoto na vijana ni sawa na inafaa kwa kazi ya mradi husika
- kuhakikisha kila inapowezekana, kuna mtu mzima zaidi ya mmoja anakuwepo wakati wa shughuli zozote na watoto na vijana
 - ikiwa kuna wakati utakuwa peke yako na mtoto au kijana, hakikisha kuwa watu wazima wengine wanaweza kuwaona na kuwasikia
 - ikiwa kuna mtoto atakuulizia au atahitaji wakati fulani na wewe, hakikisha wafanyakazi wengine wanajua wewe na mtoto mko wapi.
- Endapo utatoa huduma ya kibinafsi hakikisha ni wakati wa dharura na pia ikiwezekana hakikisha kuna watu wazima zaidi ya mmoja wapo.
 - isipokuwa imekubalika kuwa utoaji wa huduma hiyo ya kibinafsi ni sehemu ya jukumu lako na umefunzwa kufanya hivyo kwa usalama



Heshimu

Unatakiwa::

- kuwasikiliza na kuwaheshimu watoto na vijana wakati wowote
- Thamini na kuchukua michango ya watoto, ukiwashirikisha katika mipango yeyote juu ya shughuli zozote
- kuheshimu haki ya watoto ya kuwa na faragha o iwapo utatakiwa kuvunja usiri ili kufuata taratibu za kulinda wa watoto, ni muhimu kuelezea hii kwa mtoto au kijana mapema iwezekanavyo.

Tabia zisizokubalika

Wakati ukiwa unafanyakazi pamoja na watoto hautakiwi kufanya yafuatayo:

- Kuruhusu lawama zozote kutokuripotiwa
- kuepuka hatari yeyote zisizo za lazima
- Kushiriki katika kazi yoyote isiyo ya kisheria
- kuvuta sigara, kunywa pombe na kutumia vitu vyovyote visivyo halali
- Kutengeneza mahusiano yeyote wa kimapenzi na watoto na vijana
- Kutoa ahadi zisizofaa kwa watoto na vijana
- Epuka vitendo vya unyanyasaji wa aina yeyote
 - ikiwemo kuwa na uhusiano wowote na watoto au vijana
- Kuruhusu watoto au vijana kuwa na mawasiliano yako kama vile namba ya simu, barua pepe au anuani yako au kwenye mitandao yeyote ya kijamii
- Vitendo ambavyo ni hatarishi au vinaweza kuchukuliwa kama kuwa hatari kwa wengine
- Kutowathamini watoto na vijana
- kufanya kashfa, dharau, au kutoa maoni ya dharau ya kijinsia au ishara mbele ya watoto na vijana
- Mahusiano ya kimapenzi kati ya kiongozi wa timu (Team Leader/Project Manager) na washiriki(Volunteers) hayaruhusiwi kabisa.

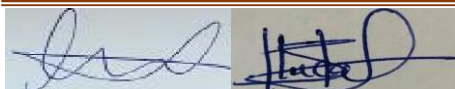
Kusimamia Kanuni za Maadili

Kutokana na uzito wa jambo hili kunauwzekano wa wewe kuambiwa kuondoka AFYA PLUS. Tunaweza pia kutoa ripoti kwenye vyombo vya kisheria kama vile Polisi au taasisi yeyote inayojishughulisha na kulinda watoto dhidi ya unyanyasaji wa aina yeyote. Endapo utaona kiukwaji wowote kanuni za maadili unatakiwa kutoa taarifa kwa Anold Luhwago. Ikiwezekana itabidi ufuate taratibu na kanuni za sera ya kufichua maovu na sera yetu ya kulinda watoto.

UKISHINDWA KUFUATA KANUNI ZA MAADILI ZA AFYA PLUS

Endapo kanuni hizi hazitafuatwa kuna utaratibu wa kutoa onyo ambao hufanyika katika namna tatu ;

- Onyo kwa mdomo
- Onyo kwa maandishi



- Kuondolewa kwenye shirika.

HITIMISHO

Mafanikio ya programu yanategemea na jinsi washiriki wanavyochukuliana kila mmoja na wenyeji wa jamii husika na kwa heshima ya hali ya juu. Madhara ya tabia zisizofaa kwenye mabadilishano ya kitamaduni si rahisi kwa washiriki kuona kwa maramoja au hata kuelewa kwa kipindi cha muda mfupi. Maamuzi ambayo yanayoonekana ni ya busara kwa mtu mmoja au kikundi kidogo cha watu pia wakati mwingine yanaweza kuathiri programu nzima. Ili kusaidia kulinda dhidi ya matatizo haya washiriki wote lazima wakubaliane na hizi kanuni za maadili, Katika uwezo wetu haya ndio yanajenga misingi imara ya mafanikio ya Shirika.

MAKUBALIANO

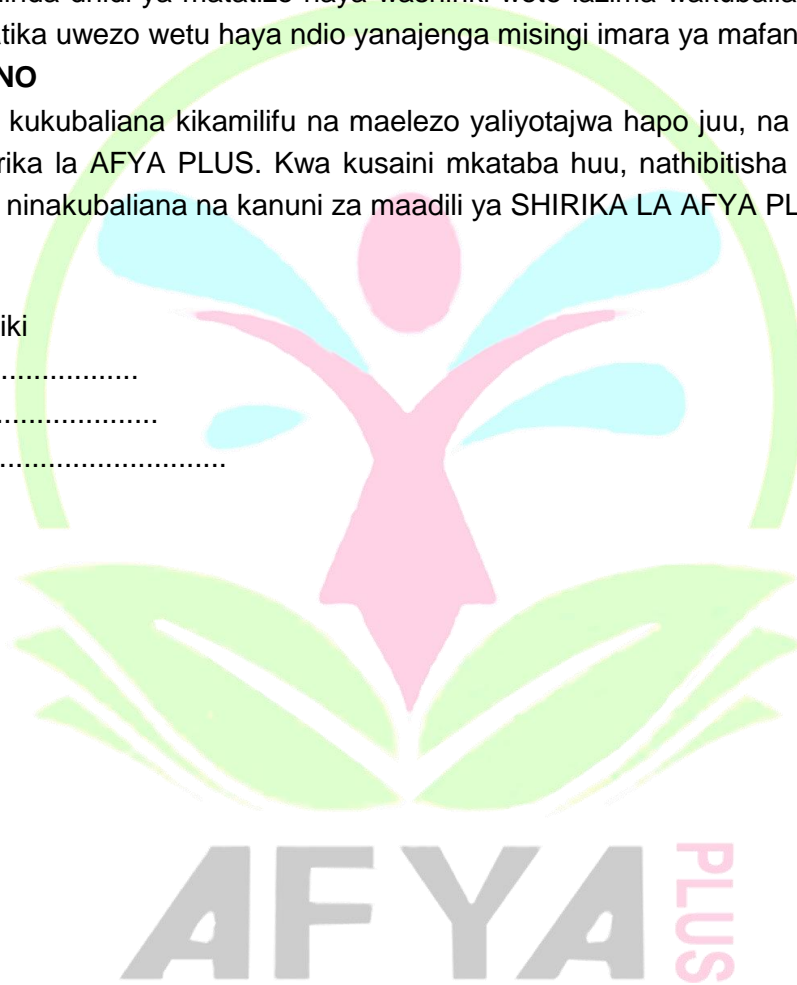
Nimesoma na kukubaliana kikamilifu na maelezo yaliyotajwa hapo juu, na taarifa zote zilizo tolewa na shirika la AFYA PLUS. Kwa kusaini mkataba huu, nathibitisha kuwa nimesoma, nimeelewa na ninakubaliana na kanuni za maadili ya SHIRIKA LA AFYA PLUS.

Saini ya Mshiriki

Jina.....

Saini.....

Tarehe.....



Two handwritten signatures in blue ink are shown on a light blue background. The first signature is on the left and the second is on the right.