

Kakuma Child Future Hub (KCFH)

Child Safeguarding Policy

Protecting Children, Promoting Safety, Respect and Dignity

POLICY TITLE	Child Safeguarding Policy
ORGANIZATION	Kakuma Child Future Hub (KCFH)
LOCATION	Kakuma 3 Zone 1 Block 4
EFFECTIVE DATE	_____
VERSION	1.0

1. Purpose & Scope

KCFH aims to ensure that all children who come into contact with KCFH are protected from abuse, exploitation, neglect, violence, discrimination and other forms of harm.

This policy applies to all KCFH leaders, staff, volunteers, members, partners, visitors and anyone representing or working with KCFH.

KCFH is committed to a safe, respectful and child-friendly environment in all its activities, programmes, offices and community engagements.

2. Definitions & Key Terms

Child: Any person below the age of 18.

Safeguarding: Actions taken to prevent and respond to abuse, exploitation, neglect, violence and other harm to children.

Abuse: Any action or failure to act that causes or may cause physical, emotional or sexual harm to a child.

Neglect: Failure to provide reasonable care or protection required for a child's safety and wellbeing.

Safeguarding Concern: Information, observation or suspicion suggesting that a child may be at risk of harm.

Safeguarding Focal Person: A person designated by KCFH to receive, coordinate and follow up safeguarding concerns.

3. KCFH Safeguarding Principles

Best Interests of the Child: The safety and wellbeing of children come first.

Do No Harm: KCFH activities must not expose children to unnecessary risks.

Respect and Dignity: Every child must be treated with respect regardless of background, gender, disability, nationality or status.

Non-Discrimination: No child should be excluded or treated unfairly.

Participation: Children should be listened to and treated with respect when their views are relevant.

Confidentiality: Safeguarding information must be handled responsibly and shared only when necessary for protection and appropriate action.

4. Who the Policy Protects

This policy protects all children under the age of 18 who participate in, benefit from, visit, or otherwise come into contact with KCFH.

Particular attention should be given to children who may face increased vulnerability, including children with disabilities, children separated from caregivers, orphans and other vulnerable children.

5. Responsibilities of Leaders, Staff & Volunteers

KCFH Leaders shall: Ensure safeguarding measures are implemented; promote a safe organizational culture; take reported concerns seriously; and ensure appropriate action is taken.

Staff and Volunteers shall: Follow this policy and the KCFH Code of Conduct; maintain appropriate professional boundaries with children; report safeguarding concerns or suspicions; and never abuse, exploit, threaten or intentionally harm a child.

Everyone working with KCFH must understand that protecting children is a shared responsibility.

6. Expected & Prohibited Conduct

Expected: Treat children with respect, kindness and dignity; maintain professional boundaries; use respectful language; avoid situations that may place a child or adult at risk; and obtain appropriate permission before taking or sharing photographs or information about children.

Prohibited: Physical, sexual or emotional abuse; sexual exploitation or inappropriate sexual contact; harassment, humiliation, threats or degrading treatment; child labour or exploitation; discrimination; seeking personal or inappropriate benefits from children; sharing inappropriate images or content involving children; or any other behaviour that places a child at risk of harm.

7. Safeguarding Risk Prevention

KCFH will take reasonable steps to identify and reduce risks to children before and during activities.

This includes assessing risks, using safe locations, avoiding unnecessary one-to-one situations between adults and children, providing appropriate supervision and ensuring staff and volunteers understand safeguarding responsibilities.

8. Safer Recruitment & Selection

KCFH will take reasonable measures to ensure that people working directly with children are suitable for their roles.

Where appropriate, KCFH may verify identity and relevant background, request references or relevant documentation, discuss safeguarding responsibilities during recruitment, and require staff and volunteers to follow this policy and the KCFH Code of Conduct.

No person should be assigned responsibilities involving children where there are known safeguarding concerns that make the person unsuitable for the role.

9. Photography, Media & Use of Children's Information

KCFH will respect children's privacy and dignity when taking, storing or sharing photographs, videos or personal information.

The Communications/Media Officer, staff, volunteers and other KCFH representatives must protect children's privacy, dignity and safety when taking photographs, recording videos or creating media content.

No photograph, video or recording of a child should be taken, published, shared or used for KCFH communication purposes without appropriate consent from the child's parent, guardian or caregiver, where required.

KCFH representatives must never create, record or publish content that humiliates, degrades, exploits, exposes or presents a child in a negative or harmful manner.

Images and videos must not reveal unnecessary personal information or expose children to risks online or offline.

KCFH will store children's information responsibly with access limited to authorized persons.

Any violation of these requirements may result in appropriate organizational action.

10. Online/Digital Safeguarding

KCFH will promote safe and responsible use of digital platforms when communicating with or about children.

Staff and volunteers should maintain professional communication with children, avoid inappropriate private communication, never request or share sexual or otherwise inappropriate content involving children, protect personal information and report suspected online abuse or exploitation promptly.

11. Working with Parents, Caregivers & Community

KCFH recognizes parents, caregivers and the community as important partners in protecting children.

Where appropriate, KCFH will communicate safeguarding expectations, encourage parents and caregivers to raise concerns, respect family dignity and confidentiality, promote community awareness and work with relevant authorities and service providers when necessary.

12. Child Participation, Voice & Feedback

KCFH recognizes that children have the right to be listened to and treated with respect. Children should be encouraged to express their views, concerns and experiences in ways that are appropriate to their age, ability and circumstances.

KCFH will:

- Provide safe and appropriate opportunities for children to share their views and concerns.
- Listen to children without discrimination, intimidation or judgement.
- Take children's concerns seriously and respond appropriately.
- Ensure that participation does not expose children to additional risks or harm.
- Consider children's views when planning and improving activities that affect them.

Children shall never be pressured to disclose personal information or participate in activities against their wishes, except where appropriate action is necessary to protect them from harm.

13. Reporting Safeguarding Concerns

Anyone who suspects, witnesses or receives information about possible abuse, exploitation, neglect or other harm to a child should report the concern as soon as possible to the designated KCFH Safeguarding Focal Person or an appropriate KCFH leader.

Reports should be treated seriously and contain only information that is known or reasonably suspected. Do not investigate the matter yourself or confront the alleged offender.

Where there is immediate danger to a child, appropriate emergency or child protection services should be contacted without unnecessary delay.

14. Safeguarding Focal Person

KCFH shall designate a Safeguarding Focal Person responsible for coordinating safeguarding matters within the organization.

The Focal Person shall receive and document concerns, coordinate appropriate support and referrals, advise staff and volunteers, maintain confidential records and escalate serious concerns to KCFH leadership or relevant authorities when necessary.

The designated Safeguarding Focal Person will be communicated to staff, volunteers and members through appropriate internal channels.

15. Confidentiality & Protection

KCFH will handle safeguarding reports with appropriate confidentiality. Information will only be shared with people who need it for protecting the child and responding appropriately.

KCFH will take reasonable steps to protect children, complainants, witnesses and reporters from retaliation, intimidation or discrimination.

Confidentiality cannot be guaranteed where information must be shared to protect a child or comply with applicable legal or safeguarding requirements.

16. Response to Concerns

When a safeguarding concern is reported, KCFH will receive and document it, prioritize the child's immediate safety, refer the matter where necessary, maintain appropriate confidentiality, take action in accordance with KCFH procedures and applicable laws, and cooperate with relevant child protection authorities where required.

KCFH will not tolerate retaliation against anyone who raises a safeguarding concern in good faith.

17. Record Keeping

KCFH will maintain appropriate and confidential records of safeguarding concerns, actions taken, referrals and relevant follow-up.

Records shall be stored securely, accessible only to authorized persons, accurate and relevant, and handled in accordance with KCFH's Data Protection & Privacy Policy.

18. Policy Compliance

All KCFH leaders, staff, volunteers, members and other persons covered by this policy are expected to comply with it.

Failure to follow the policy may result in appropriate organizational action, including removal from responsibilities involving children and, where necessary, referral to relevant authorities.

KCFH will promote a culture where protecting children is everyone's responsibility.

19. Policy Review

This policy shall be reviewed at least annually, or earlier if there are significant changes in KCFH activities, safeguarding requirements or applicable laws.

Any amendments must be reviewed and formally approved by the authorized KCFH leadership.

APPROVAL & AUTHORIZATION

Approved by	_____
Position	_____
Signature	_____
Date	_____
Next Review Date	_____

KCFH COMMITMENT

Kakuma Child Future Hub is committed to creating a safe environment where every child is protected, respected, included and given the opportunity to grow and thrive.