



# Livingstone Tanzania Trust

## Safeguarding Policy and Procedures

### September 2018

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#### Purpose

LTT believe that all people have the right to be treated with respect and dignity and protected from abuse and exploitation. We recognise our duty of care to the beneficiaries of our work and those who come into contact with or are affected by the work of our organisation. We are committed to promoting a safeguarding culture within our organisation and ensuring that staff can work in a safe and secure environment. This policy lays out the measures we have put in place to ensure beneficiaries of our work, particularly children and vulnerable adults, staff, trustees, volunteers and all those who come into contact with our organisation are protected from abuse and maltreatment and how we respond to concerns. The policy also informs staff and associated personnel of their responsibilities in relation to safeguarding. In doing so we aim to

- Create a healthy and safe environment for all
- Ensure all parties are aware of their rights and responsibilities and are listened to, given a sense of belonging and kept safe from harm
- Support and encourage all parties to voice their opinions regarding their welfare and the welfare of others
- Ensure those who are involved in working with children and vulnerable adults are supported and protected

Exclusions: This policy does not cover sexual harassment in the workplace, this is covered in our Anti Bullying and Harassment Policy. The policy does not cover safeguarding concerns in the wider community unrelated to the actions or activities of LTT and its staff, volunteers and associated personnel.

#### Defining Safeguarding

Safeguarding means taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse and harassment from occurring; to protect people, especially vulnerable adults and children, from that harm; and to respond appropriately when harm does occur.

This definition draws from our values and principles and shapes our culture. It pays specific attention to preventing and responding to harm from any potential, actual or attempted abuse of power, trust, or vulnerability, especially for sexual purposes.

Safeguarding applies consistently and without exception across our programmes, partners and staff. It requires proactively identifying, preventing and guarding against all risks of harm, exploitation and abuse and having mature, accountable and transparent systems for response, reporting and learning when risks materialise. Those systems must be survivor-centered and also protect those accused until proven guilty.

Livingstone Tanzania Trust is committed to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

**Respect. Longevity. Opportunity. Partnership.**

[www.livingstonetanzaniatrust.com](http://www.livingstonetanzaniatrust.com)

Charity No. 1119512

## Further Definitions

<i>Beneficiaries</i>	are any person or group of people who directly receive goods or services through participation/engagement in one or more of Livingstone Tanzania Trust's programmes. This includes teachers, students and community members.
<i>Local Partners</i>	relates specifically to the Manyara Community Development Organisation and its employees, interns and volunteers.
<i>UK Partners</i>	relates to UK based/registered organisations with whom we work and whose representatives will work alongside us in Tanzania and include Inspire Worldwide and Limited Resource Teacher Training.
<i>Abuse</i>	is a selfish act of oppression and injustice, exploitation and manipulation of power by those in a position of authority. This can be caused by those inflicting harm or those who fail to act to prevent harm. Abuse is not restricted to any socio-economic group, gender or culture. It can take a number of forms, including the following: physical abuse; sexual abuse; sexual exploitation; emotional abuse; bullying; neglect and financial (or material) abuse. Please See Appendix A for greater detail and further definitions.
<i>Child</i>	is any person under the age of 18 (as defined in the United Nations convention on the Rights of a Child).
<i>Vulnerable Adult</i>	a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited. This may include a person who is elderly and frail; has a mental illness including dementia; has a physical or sensory disability; has a learning disability; has a severe physical illness; has a substance misuser; is homeless or is in need through circumstances.
<i>Survivor</i>	the person who has been abused or exploited. The term survivor is used in preference to victim recognising the strength, resilience and capacity to survive that those who have lived through abuse and/or exploitation have. However we recognise survivors own right to define how they wish to identify themselves.
<i>LTT Staff</i>	includes all employees, Trustees, UK contractors, interns and UK based volunteers.
<i>Volunteers</i>	includes individuals or groups of individuals who elect to volunteer with LTT in Tanzania independent of UK Partners

## Prevention

LTT wants to ensure that all people who come into contact with us are protected and kept safe from harm whilst engaged in any activities organised by LTT and delivered by its staff and volunteers or otherwise engaging with our staff.

### Livingstone Tanzania Trust will:

1. Ensure LTT and our Local and UK Partners, practice safe recruitment in checking the suitability of staff and volunteers to work with and around children and vulnerable people. Please see our safe recruitment policy.
2. Ensure all LTT staff have access to, are familiar with and know their responsibilities within this policy
3. Provide annual training for LTT staff on safeguarding to ensure LTT staff are equipped to deal with issues if/as they arise

4. Ensure we have a nominated senior person as our safeguarding lead
  - The safeguarding lead in the UK is Clive Shiret, Chairman of the Trustees
  - The safeguarding lead in Tanzania is Julian Page, Director and Trustee
5. Raise awareness of safeguarding with Local and UK Partners.
6. Develop, implement and regularly reviewing procedures for identifying and reporting cases, or suspected cases, of abuse.
7. Ensure every member of LTT Staff, Local and UK Partners or Volunteers knows the name of the designated senior person responsible for child protection.
8. Design and undertake all programmes and activities in a way that protects people from risks of harm that may arise from coming into contact with our organisations.
9. Follow up on reports of safeguarding concerns promptly and according to the procedures laid out below.
10. Ensure all staff review and sign the staff code of conduct
11. Ensure staff of all Local and UK Partners have been appropriately checked (i.e. police checks, where feasible, and at least 2 references have been conducted)

In addition to the above we will also:

- Ensure all LTT Staff, Local and UK Partners and Volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated safeguarding lead.
- Notify the relevant authorities, where it is safe to do so, if there is an issue raised in connection with the welfare of a child or vulnerable person.

## LTT Staff responsibilities

LTT Staff and associated personnel will not:

- Engage in sexual activity with anyone under the age of 18
- Sexually abuse or exploit children, vulnerable adults or any person who comes into contact with the organisation
- Subject a child, vulnerable adult or any person who comes into contact with the organisation to physical, emotional or psychological abuse or neglect.
- Engage in any commercially exploitative activities with children, vulnerable adults or those who come into contact with our programmes or activities as an organisation, including child labour or trafficking
- Exchange money, employment, goods or services for sexual activity. This includes any exchange of assistance that is due to our beneficiaries.
- Engage in any sexual relationships with beneficiaries since they are based on inherently unequal power dynamics

All staff will be expected to review and sign the LTT staff code of conduct

All volunteers will be expected to review and sign the LTT volunteer code of conduct

Livingstone Tanzania Trust expects LTT Staff and associated personnel to contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the safeguarding policy. LTT Staff are also expected to report any concerns or suspicions regarding safeguarding violations by a fellow member of LTT Staff or associated personnel to the designated safeguarding lead.

In addition to this policy LTT staff must also be mindful & respectful of the differences in cultural attitudes towards what the west might class as physical child abuse and in-country attitudes towards the education of their children. Even if the practice of hitting children (as a form of correction) is common place in-country it will not be accepted or replicated by LTT Staff or Volunteers working with or on behalf of the charity.

## Enabling reports

Livingstone Tanzania Trust will ensure that safe, appropriate and accessible means of reporting safeguarding concerns are made available to staff and the communities we work with.

Any staff reporting concerns through the procedure outlined in our Disclosure of Malpractice in the Workplace (Whistleblowing) Policy will be protected by this policy. Livingstone Tanzania Trust will also accept complaints from external sources such as members of the public, partners and official bodies.

## How to report a safeguarding concern

LTT Staff members who have a complaint or concern relating to safeguarding should report it immediately to the appropriate safeguarding lead. If the staff member/member of the public does not feel comfortable reporting to the safeguarding lead (for example if they feel that the report will not be taken seriously or if that person is implicated in the concern) they may report to any other member of the trustee board.

	Lead in the UK	Lead in Tanzania
Name:	Thomas Wills	Julian Page
Job/Role:	Trustee	Director
Contact email		<a href="mailto:Julian@livingstonetanzaniatrust.com">Julian@livingstonetanzaniatrust.com</a>

Clive Shiret, has overall responsibility for safeguarding and can be contact through the details below.

	Chairman of LTT
Name:	Clive Shiret
Job/Role:	Chair of Trustees
Address:	1 Heron Stream Place, Trender Avenue, Rawreath, Essex, SS6 9RG
Contact email	<a href="mailto:Clive@livingstonetanzaniatrust.com">Clive@livingstonetanzaniatrust.com</a>

## Responding to safeguarding concerns

If you have a safeguarding concern, witness an incident where you suspect abuse, or a person has made a direct disclosure to you it is not your responsibility to decide whether or not abuse has occurred but it is your responsibility to report the incident to the appropriate parties. Livingstone Tanzania Trust is committed to following up on safeguarding reports and concerns according to our policy and procedure and legal and statutory obligations.

You must ensure that information on suspected or alleged incidents of abuse are recorded, reported and followed up.

Livingstone Tanzania Trust will apply appropriate disciplinary measures to staff found to be in breach of this policy.

Livingstone Tanzania Trust will offer support to survivors of harm caused by staff or associated personnel, regardless of whether formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor and taken under the guidance of appropriate parties as necessary.

## Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared only on a 'need-to-know' basis and records should be kept securely at all times. The legal principle that "the welfare of the individual is paramount" means that confidentiality should not override the right of the individual to be protected from harm.

## Associated Policies

- Staff Code of Conduct
- Volunteer Code of Conduct
- Complaints Procedure
- Anti-Bullying and Harassment Policy
- Safe Recruitment Policy
- Child and Vulnerable Adult Protection Policy
- Disclosure of Malpractice in the Workplace (Whistle-blower) Policy

## LTT Statement of Commitment

Safeguarding is a key value of the charity. We aim to ensure the highest standards of safety and ethical behaviour to protect all those who come into contact with our work. Consistent with this value, our philosophy, detailed in induction materials for staff, delivery partners and volunteers, is to ensure the safety and well-being of every individual in, or associated with, our programmes. This means that the environment is friendly and that clear procedures are in place for reporting concerns.

LTT will review this policy annually and update it as required.

## Appendix A

Abuse is a term used to describe ways in which people are harmed, usually by adults and often by people they know and trust. It refers to the damage done to a person's physical or mental health. People can be abused within or outside their family, at school in the sports environment and elsewhere. Abuse can take many forms:

**Physical Abuse** - where people:

- Physically hurt or injure an individual (such as hitting, shaking, squeezing, biting, scolding or otherwise causing physical harm to a child).
- Give children, vulnerable adults alcohol, inappropriate drugs or poison.
- Attempt to suffocate or drown an individual.

**Sexual Abuse** – sexual abuse means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. This could include:

- Full sexual intercourse, masturbation, oral sex, fondling.
- Showing pornographic books, photographs or videos, and sexual exploitation including taking pictures of individuals for pornographic purposes.
- Grooming people for sexual purposes and/or making inappropriate sexual comments.

**Sexual exploitation** – 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, professionally or politically from the sexual exploitation of another. This includes human trafficking and modern slavery.

**Emotional Abuse and Psychological Harm** – persistent emotional or psychological harm to a person that causes a severe long-lasting impact on their emotional development this can occur in a number of ways. For example, where:

- There is constant overprotection that prevents an individual from socialising.
- People being frequently shouted at or taunted, including name calling
- There is neglect, physical or sexual abuse.
- Witnessing or hearing domestic violence.
- Humiliating or degrading treatment
- Constant criticism
- Persistent shaming
- Isolation

**Neglect** – where parents or guardians persistently fail to meet a person's basic needs such as food, clothing, shelter.

### People with Disabilities

People with disabilities may be more vulnerable because:

- They may have greater difficulty in communicating.
- They may have less mobility than individuals without disabilities.
- They often receive as part of their daily life, intimate physical care, which may provide greater opportunity for potential abusers.
- They may have a greater number of providers of care than individuals without disabilities.
- Their behaviour may be more challenging, which may put them at greater risk.

Professionals need to be aware of these issues when dealing with people with disabilities

- LTT have documented reporting procedures, approved by the Board of Trustees. These must be included in pre-employment training for staff, delivery partners and volunteers and in written orientation/handover materials.
- Wherever possible, the child's family is to be informed if their child is reported to state authorities as a suspected child at risk.

#### Breaches of Child Protection Policies and Guidelines

Any failure by LTT Staff to follow reporting guidelines will be dealt with by the Chair of Trustees. Any failure by the Chair of Trustees will be dealt with by the Board of Trustees.

#### Managing Breaches:

Depending on the severity of the breach, the person in breach will be offered:

- Further training
- A disciplinary interview and counselling
- Cessation of Duties