



CHILD PROTECTION AND SAFEGUARING POLICY

FOR

**FAME FOUNDATION FOR GIRLS AND WOMEN
EMPOWERMENT**

February, 2020 (reviewed and updated - June 2024)

MAIN CONTACTS

E-mail: info@famefoundationwg.org

Tel No: 09070051404

Lead Protection Officer

Name: Aderonke Bello

Email: aderonke@famefoundationwg.org

FAME Safeguarding Officer

Ebunoluwa Oni

E-mail: Ebunoluwa@famefoundationwg.org

FAME Hub, Plot 253, off Defense Quarters, Garki Area 1, Durumi 1, Abuja. Landmark: The Apostolic Church, Area 1.

Program Manager

Kemisola Ibitoye

E-mail: Kemisola@famefoundationwg.org

FAME Hub, Plot 253, off Defense Quarters, Garki Area 1, Durumi 1, Abuja. Landmark: The Apostolic Church, Area 1.

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INTRODUCTION

This document outlines the Child Protection Policy for FAME Foundation for Women and Girls Empowerment. It is designed to ensure the safety and well-being of all children involved in our projects and activities. The policy is endorsed by the organization's leadership and applies to all staff, project team members, guests interacting with project beneficiaries, board of trustees members, volunteers, and interns, whether working full-time, part-time, or on a temporary basis.

The policy will be actively promoted by those in leadership positions to ensure that it is clearly communicated and understood by everyone involved with the organization. All staff members, regardless of their employment status, must familiarize themselves with and adhere to the policy. Project team members, who are directly involved with children or oversee activities related to them, will receive specialized training to understand their responsibilities under this policy. Guests visiting our projects or interacting with beneficiaries will also be briefed on the policy and expected to follow its guidelines to maintain a safe environment.

Members of the board of trustees are required to support and ensure the implementation of the Child Protection Policy at all levels of the organization. Volunteers and interns, whether engaged on a short-term or long-term basis, are also expected to adhere to the policy and will receive appropriate orientation and training relevant to their roles.

The policy includes guidelines for appropriate conduct, mandatory training programs, established procedures for reporting concerns or incidents of abuse, and requirements for background checks. It also involves regular monitoring and reviews to ensure the policy remains effective and relevant. By adhering to this policy, FAME Foundation demonstrates its commitment to safeguarding children and upholding the highest standards of child protection.

PURPOSE

This organization strictly adheres to protocols to ensure the safety and well-being of children while engaging with them. We do not undertake any activities with children without explicit written consent from their parents or guardians. Consent forms are detailed and include information about the activities, potential risks, and our safety measures, and must be signed before any child participates.

Throughout our projects, parents and guardians remain fully responsible for their children's welfare. We maintain open communication with them to keep them informed about project activities and any observations or concerns. Risk assessments are conducted prior to any engagement, and we implement safety protocols, including supervision by trained staff.

In case of emergencies, we ensure we have up-to-date contact information for parents and guardians, and we report any incidents immediately. Feedback from parents and guardians is actively sought to ensure our activities meet their expectations and benefit their children.

Records of parental consents, observations, and communications are kept confidential and used solely for safeguarding and project management purposes. This approach ensures that all interactions with children are conducted with respect for their safety and the crucial role of their families.

The purpose of this policy is to:

1. Protection of Children

The primary purpose of this policy is to safeguard children who receive services from FAME Foundation by implementing comprehensive measures to prevent abuse, neglect, and exploitation. It ensures that all activities and interactions are conducted in a secure and safe environment, with protocols in place to protect children from harm and provide immediate support in the event of any concerns.

2. Guidelines for Staff and Volunteers

This policy provides clear principles and guidelines for staff, volunteers, and anyone coming into contact with beneficiaries. It establishes expected standards of behavior, defines unacceptable conduct, and outlines procedures for reporting any concerns or incidents of abuse. Comprehensive training and orientation are provided to ensure that all individuals are well-informed and comply with these safeguarding standards.

3. Communication and Engagement

The policy promotes open and effective communication between parents, guardians, children, staff, and volunteers. It ensures that there are transparent channels for sharing information and feedback, enabling all stakeholders to be actively involved in the safeguarding process. This fosters trust and collaboration, making sure that concerns are addressed promptly and appropriately.

4. Support for Child Development

The policy aims to create a nurturing environment where children feel secure, confident, and empowered. It supports their emotional and personal development by promoting positive interactions and providing a safe space for growth. Activities and programs are designed to enhance children's self-esteem, resilience, and independence while maintaining their safety and well-being.

5. Prevention of Abuse and Neglect

The policy outlines preventive measures to identify and mitigate risks of abuse and neglect. This includes regular risk assessments, staff training on recognizing signs of abuse, and establishing clear procedures for intervention. By proactively addressing potential risks, the policy helps to prevent incidents before they occur.

6. Legal and Ethical Compliance

The policy ensures compliance with relevant legal and ethical standards for child protection. It incorporates best practices and statutory requirements to align with national and international safeguarding regulations. This commitment to legal compliance upholds the organization's responsibility to provide a safe environment for children.

7. Creating a Safe Organizational Culture

The policy fosters a culture of safety and respect within the organization. It encourages ethical behavior, accountability, and transparency among all members. By embedding child protection principles into the organizational culture, the policy helps to ensure that safeguarding is a fundamental aspect of all activities and interactions.

8. Response and Support Mechanisms

The policy provides clear procedures for responding to and supporting children affected by abuse or neglect. This includes immediate intervention, investigation, and providing access to appropriate support services. It

ensures that affected children receive the help they need and that incidents are handled with sensitivity and urgency.

9. Monitoring and Evaluation

The policy includes mechanisms for regular monitoring and evaluation of safeguarding practices. This ensures that policies and procedures are effective and up-to-date, and that any issues are identified and addressed promptly. Continuous improvement is a key focus, ensuring that the organization remains responsive to emerging safeguarding challenges.

LEGAL FRAMEWORK

This document is written in accordance with the;

1. Convention on the Rights of the Child 1989.
2. African Charter on the Rights and Welfare of the Child, 1999.
3. Nigerian Child's Rights Act, 2003.
4. Violence against Persons Prohibition (VAPP) Act.

FAME Foundation recognizes that:

The rights, welfare and safety of the child is paramount as enshrined in the Child's Rights Acts, 2003 and should always be promoted:

1. All children, regardless of age, disability, gender, religious beliefs, ethnicity, disability or socio-economic background have a right to equal protection from all forms of abuse, including suspected abuse or neglect.
2. Some children are additionally vulnerable because of the impact of previous experiences, dependency, communication needs or other issues.
3. Working in partnership with children, young people, their parents, careers and other relevant agencies is essential in promoting children's welfare.
4. Those working in positions of responsibility within the organization will work in accordance with the interests of children, follow the policy outlined, and ensure same opportunities are available to everyone and that all differences will be treated with respect.
5. There should be no discrimination in the implementation of child protection measures. Protection policies and practices must be inclusive and equitable, ensuring that every child is equally safeguarded.
6. Every child should have equal access to support services, including reporting mechanisms, counseling, and assistance, regardless of their social or economic status.
7. The standards for child protection must be applied uniformly across all settings and situations, ensuring that all children benefit from the same level of care and protection.

DEFINITIONS

1. **Child** – any person under 18 years as provided by the Child’s Rights Acts 2003 of Nigeria.
2. **Child protection** – Child protection is the process of protecting individual children identified as either suffering, or likely to suffer, significant harm as a result of abuse or neglect. It involves measures and structures designed to prevent and respond to abuse and neglect.
3. **Child Protection Unit, Ministry of Youth & Social Development**– the department responsible for safeguarding the development of the child through the prevention of all forms of abuse against children, coordinating response and investigation of suspected abuse and neglect and for providing care and protection to children found to be in need.
4. **Designated person for child protection** – the manager/supervisor or designated person responsible for providing advice and support to staff where they have a concern about an individual child or who want advice about child protection policy.
5. **Disclosure** – information given to a staff member by a child, parent or caregiver or a third party in relation to abuse or neglect.
6. **Physical abuse** includes acts of violence such as punching (hitting with a fist), kicking, whipping, beating with an object, choking, smothering, trying to drown, burning intentionally, or using or threatening to use a gun, knife or other weapon, regardless of whether or not it resulted in obvious physical or mental injury. It is not focused on acts of discipline, although many of those perpetrating the violence may be doing so in the name of “discipline”.
7. **Safeguarding**– Safeguarding is a term which is broader than ‘child protection’ and relates to the action taken to promote the welfare of children and protect them from harm. Safeguarding is protecting children from maltreatment; preventing impairment of children’s health and development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; taking action to enable all children to have the best outcomes.
8. **Significant Harm** – Some children are in need of help and intervention because they are suffering, or likely to suffer, significant harm. This is the threshold that justifies compulsory intervention in family life in the best interests and promotion of the welfare of a child. Significant harm can be considered as the severity of maltreatment, the degree, extent, duration and frequency of abuse and neglect; the extent of premeditation, presence or degree of threat, coercion, sadism and bizarre or unusual elements.
9. **Social Worker**- Social care qualified professionals with case responsibility including receiving and responding to child concerns/referrals.
10. **Sexual abuse/Assault** includes any act that involves forcing or enticing a child to take part in sexual activities, whether or not they are aware of what is happening. It is not necessary for the child to be aware that the activity is sexual and the apparent consent of the child is irrelevant. Sexual abuse can be, but is not

limited to:

- 11. Contact abuse/Physical Assault:** touching breasts, genital/anal fondling, masturbation, oral sex, penetrative or non-penetrative contact with the anus or genitals, encouraging the child to perform such acts on the perpetrator or another, involvement of the child in activities for the purposes of pornography or prostitution.
- 12. Non-contact abuse:** exhibitionism, exposure to pornographic or sexual imagery, inappropriate photography or depictions of sexual or suggestive behaviors or comments.
- 13. Emotional abuse** – any act or omission that results in adverse or impaired psychological, social, intellectual and emotional functioning or development. **This can include;**
 - Patterns of isolation, degradation, constant criticism or negative comparison to others.
 - Isolating, corrupting, exploiting or terrorizing a child can also be emotional abuse.
 - Exposure to family or intimate partner violence.
 - **Neglect** –Neglect is the most common form of abuse and it has the potential of seriously impairing the child’s health or development. **Forms of Neglect include;**
 - **Physical**– Looking rough and uncared for, dirty, without appropriate clothing, underweight, not providing the necessities of life like a warm place, food and clothing.
 - **Emotional**– Not providing comfort, attention and love.
 - **Neglectful supervision**– Leaving children without someone safe looking after them, no safehome to return to.
 - **Medical Neglect**– Failure to present child for timely immunization, persistent nappy rash or skindisorders or not taking care of health needs.
 - **Educational or Vocational Neglect**– Allowing chronic truancy, failure to enroll in school or vocational training centers or inattention to education needs).

WHO DOES THE POLICY APPLY TO?

The Child Protection Policy applies to the following individuals associated with FAME Foundation for Women and Girls Empowerment:

1. **Staff Members:** All full-time, part-time, and temporary employees of the organization are required to adhere to the policy. This includes administrative, operational, and managerial staff.
2. **Project Team Members:** Individuals involved in implementing and managing projects, particularly those that interact directly with children or oversee activities involving them, must comply with the policy guidelines.
3. **Volunteers:** All volunteers, whether engaged on a short-term or long-term basis, are bound by the policy. This includes those assisting with events, activities, or any other roles where they may come into contact with children.
4. **Interns:** Interns working with the organization, regardless of the duration of their internship, are required to

follow the policy. They will receive appropriate orientation and training to understand their responsibilities regarding child protection.

5. **Board of Trustees:** All members of the board of trustees must be familiar with and support the implementation of the Child Protection Policy. They play a crucial role in overseeing and ensuring that the policy is upheld at all levels of the organization.
6. **Guests:** Any external guests who visit the organization's projects or interact with beneficiaries must be informed about the Child Protection Policy and adhere to its guidelines during their visit.
7. **Contractors and Service Providers:** Any contractors or service providers working with the organization, particularly those who have contact with children, are expected to comply with the policy. This includes individuals or companies providing services such as education, healthcare, or other support directly involving children.
8. **Partners and Collaborators:** Organizations or individuals partnering with FAME Foundation on joint projects involving children are required to adhere to the Child Protection Policy. This ensures that all collaborative efforts align with our safeguarding standards.

CODE OF CONDUCT

FAME Foundation requires all staff, project team members, volunteers, interns, board of trustees, guests, partners, contractors, and service providers to comply with this Code of Conduct. Everyone covered by this Code commits to respecting, promoting, upholding, and protecting the rights and well-being of children at all times.

In addition, those working in Nigeria pledge to uphold, respect, and promote the principles outlined in both the Convention on the Rights of the Child and Nigeria's Child Rights Act of 2003. The Child Rights Act, which was enacted in 2003, incorporates the human rights granted to individuals under Nigeria's 1999 Constitution and extends these rights specifically to children.

Acceptable Behavior and Conduct at FAME Foundation

1. All staff, project team members, volunteers, interns, board of trustees, guests, partners, contractors, and service providers are expected to treat children, colleagues, and all stakeholders with respect and dignity. This includes using positive language, maintaining a professional demeanor, and showing consideration for others' diverse backgrounds and beliefs.
2. It is essential to maintain clear and appropriate physical and emotional boundaries when interacting with children. This means engaging with children in a professional manner and avoiding behavior that could be interpreted as inappropriate or overly familiar.
3. Open and transparent communication is crucial. Ensure that interactions with children, parents, and

guardians are respectful and clear. Always explain the purpose and nature of activities in a manner that children can understand and obtain necessary consents.

4. Adhere to FAME Foundation's established safeguarding procedures and protocols. Report any concerns or incidents of abuse or neglect immediately, and follow up as required by our policies to ensure the child's safety and well-being.
5. Respect the confidentiality of sensitive information regarding children and their families. Share information only with those who have a legitimate need to know, and handle all data and records with the utmost care and security.
6. Demonstrate professionalism in all aspects of your role. This includes being punctual, reliable, and fulfilling your responsibilities as outlined in your role or agreement with FAME Foundation.
7. Create a safe and supportive environment that fosters children's development. Use positive reinforcement and constructive feedback to encourage growth and confidence.
8. Follow all FAME Foundation's policies, procedures, and guidelines related to child protection and safeguarding. Stay informed about any updates or changes to these policies and participates in required training sessions.

Unacceptable Behavior and Conduct at FAME Foundation

1. Any form of physical, emotional, or sexual abuse, or neglect of a child is strictly prohibited. This includes actions such as hitting, verbal abuse, exploitation, or failing to provide necessary care and supervision.
2. Engaging in behavior that creates an inappropriate or personal relationship with a child is unacceptable. This includes excessive familiarity, giving personal gifts, or sharing personal information that could compromise the professional boundaries.
3. Discrimination, harassment, or victimization based on race, gender, disability, religion, sexual orientation, or any other characteristic is not tolerated. Avoid making derogatory comments or treating individuals unfairly.
4. Any behavior that is unprofessional or disrespectful, such as being consistently late, failing to meet commitments, or neglecting duties, does not align with the standards of FAME Foundation.
5. Do not breach the privacy of children or their families by sharing confidential information without proper consent or accessing personal data without authorization.
6. Failure to report any concerns or suspicions of abuse or neglect, or not following up on reports as required by FAME Foundation's policies, undermines our commitment to child protection.

7. Using your position of trust or authority to exploit children for personal gain or gratification is unacceptable. This includes manipulating or coercing children into unwanted or inappropriate actions.
8. Engaging in activities or behaviors that compromise the safety and well-being of children, such as inadequate supervision or disregarding safety protocols, is not permitted.

Reporting of Safeguarding Concerns at FAME Foundation

1. If you become aware of any safeguarding concerns or incidents involving children, it is crucial to report them immediately. This includes any signs of abuse, neglect, or inappropriate behavior. The safety and well-being of the child are the top priorities, and prompt reporting is essential to address any potential risks.
2. Concerns should be reported through the established channels at FAME Foundation. This typically involves contacting the safeguarding officer within the organization. Ensure that you are aware of who the safeguarding officer is and how to reach them. Contact details for these individuals should be readily accessible in your workplace.
3. When reporting a concern, provide as much detail as possible. Document the nature of the concern, including dates, times, and the individuals involved. Accurate documentation helps in assessing the situation and taking appropriate action. Use the official reporting forms or systems provided by FAME Foundation to ensure consistency and thoroughness.
4. Maintain confidentiality throughout the reporting process. Share information only with those who need to know to address the concern effectively. Do not discuss the matter with individuals outside the designated safeguarding team to protect the privacy of the child and the integrity of the investigation.
5. After reporting a concern, follow up to ensure that appropriate action is being taken. If you do not receive confirmation or feedback within a reasonable time frame, seek updates from the safeguarding officer. It is important to ensure that the concern is being addressed and that the child's safety is continuously monitored.
6. If you are unsure about how to report a concern or need guidance, seek support from the safeguarding officer. They can provide advice on the reporting process and assist with any questions you may have. Training and resources are also available to help you understand your responsibilities and the procedures involved.
7. If you feel that your concern is not being addressed appropriately or if you face any barriers to reporting, you can use the whistleblowing procedures in place at FAME Foundation. Whistleblowing provides a way to report serious concerns about safeguarding without fear of retaliation.
8. FAME Foundation is committed to protecting individuals who report safeguarding concerns from any form of retaliation or victimization. If you believe that you are being subjected to retaliation for reporting a concern, immediately inform the safeguarding lead or officer, or use the whistleblowing procedures.
9. FAME Foundation regularly reviews and updates its safeguarding policies and procedures. Feedback and observations from the reporting process are used to improve practices and ensure that they remain effective. Your participation in reporting and following up on concerns contributes to the ongoing enhancement of

safeguarding measures.

ROLE AND RESPONSIBILITIES OF FAME FOUNDATION SAFEGUARDING OFFICER

- Ensure the effective implementation of the FAME Foundation’s Safeguarding Policy.
- Ensure all staff and volunteers understand their responsibilities in relation to safeguarding.
- Provide support and guidance to staff and volunteers on safeguarding issues.
- Ability to support individuals in distress and handle sensitive issues with care.
- Ensure that all participants, including children and vulnerable adults, know how to raise safeguarding concerns and that their voices are heard.
- Make informed and timely decisions in response to safeguarding concerns.

Safeguarding and Communication Policy for Program Visits and Events Involving Children

FAME Foundation is dedicated to ensuring the safety and well-being of all children involved in our programs and events. This policy outlines the safeguarding measures and communication.

FAME Objectives:

- To protect children from harm and abuse.
- To establish clear guidelines for staff and volunteers on safeguarding children.
- To ensure effective communication with children, parents, and guardians.
- To promote a safe and inclusive environment for all children.

This policy applies to all staff, volunteers, and partners involved in FAME Foundation’s programs and events involving children.

1. Safeguarding Measures

Recruitment and Training

- All staff and volunteers must undergo a thorough background check before being allowed to work with children.
- Mandatory safeguarding training sessions must be attended by all staff and volunteers.
- Regular refresher training sessions will be conducted to keep staff updated on best practices.

Code of Conduct

- Maintain professional boundaries at all times.
- Avoid situations where an adult is left alone with a child.
- Treat all children with respect and dignity.
- Report any suspicions or allegations of abuse immediately to the designated safeguarding officer.

Supervision

- Ensure an appropriate adult-to-child ratio at all times.
- Designate a responsible adult to supervise children during activities.
- Conduct regular headcounts and maintain attendance records.

Safe Environment

- Conduct risk assessments for all venues and activities.
- Ensure the physical environment is safe and free from hazards.
- Provide clear instructions and guidelines for children during activities.

2. Communication Protocols

With Children

- Use age-appropriate language when communicating with children.
- Encourage open and honest communication.
- Listen to children's concerns and take them seriously.

With Parents and Guardians

- Obtain written consent from parents or guardians before involving children in programs or events.
- Provide detailed information about the program, including schedules, activities, and safety measures.
- Establish a point of contact for parents and guardians to address any concerns or questions.

With Staff and Volunteers

- Ensure clear and consistent communication regarding safeguarding policies and procedures.
- Encourage staff and volunteers to report any safeguarding concerns immediately.
- Provide regular updates and feedback to staff and volunteers on safeguarding practices.

3. Reporting and Response.

Reporting Mechanisms

- Establish a confidential reporting system for children, parents, staff, and volunteers.
- Clearly communicate the reporting procedures to all stakeholders.

Response Protocols

- Investigate all reports of abuse or safeguarding concerns promptly and thoroughly.
- Take appropriate action based on the findings of the investigation.

- Provide support to the victim and take steps to prevent further harm.

Monitoring and Evaluation

- Regularly review and update the safeguarding policy to reflect best practices and legal requirements.
- Conduct periodic audits to ensure compliance with safeguarding measures.
- Collect feedback from children, parents, staff, and volunteers to improve safeguarding practices.

CHILD PROTECTION POLICY:

FAME FOUNDATION WILL SEEK TO KEEP CHILDREN SAFE BY:-

1. Protecting and valuing them, listening to and protecting them.
2. Creating an environment to encourage children to develop a positive self-image.
3. Encouraging children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development.
4. Providing a safe and secure environment for all children.
5. Sharing information about child protection and good practice with children, parents, staff and volunteers.
6. Sharing concerns with relevant agencies and involving parents and children appropriately.
7. Promote and prioritize the safety and wellbeing of children.
8. Ensure everyone understands their roles and responsibilities in respect of safeguarding children and is provided with appropriate learning opportunities to recognize, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.
9. Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern.
10. Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
11. Prevent the employment/deployment of unsuitable individuals.
12. Ensure robust safeguarding arrangements and procedures are in operation.
13. Appoint well trained Child Protection Officers who will ensure the implementation of this policy, during any activity involving children.

Response to Abuse

We have highlighted four main steps to responding to any case of abuse. They are:

1. Identify Problem
2. Report – Report any and every case of abuse to the Safeguarding Officer of FAME Foundation, who will in turn report to responsible agencies such as the NAPTIP or the police.
3. Record – Any and every case of abuse would be recorded appropriately. Any conversation with the child, child protection officer, lead child protection officer, agencies, or the policy must be duly recorded in order to resolve issues and monitor progress.

Disclosure

Staff and volunteers observe children's behavior from time to time. In any situation that a child discloses any incident of abuse to a member of staff or volunteer, they will listen carefully to the child's disclosure and will ask the following questions:

- How did it happen?
- Did anything else happen at that time?
- Have you spoken to someone about this?

No staff will forcefully demand answers from the child, especially when they are not willing to share. All answers will be documented and reported to the appropriate body. The incident will be documented together with dealing with relevant bodies such as the Local Authorities or Police.

DISSEMINATION

The policy and procedures will be widely promoted, and are mandatory for everyone involved in FAME foundation. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organization.

FAME foundation acknowledges the duty of care to safeguard and promote the welfare of children, and is committed to ensuring safeguarding practice reflects statutory responsibilities, transparency, government guidance, best practices and requirements.

If any parent/guardian or child has any concerns about the conduct of any member of the organization, this should be raised in the first instance with the Safeguarding Officer.

MONITORING AND REVIEW OF THE POLICY

To ensure that the policy remains effective, relevant, and compliant with current standards, it will be subject to regular review and updates. The policy will be reviewed under the following conditions:

Annual and Triannual Reviews: The policy will be thoroughly reviewed one year after its initial implementation to evaluate its effectiveness, identify areas for improvement, and ensure alignment with current best practices and organizational needs. Subsequently, it will be reviewed every three years to maintain its relevance and adaptability to ongoing changes and developments.

Legislative and Government Guidance Updates: The policy will be reviewed and updated to ensure compliance with any amendments to relevant laws or regulations, including changes to child protection laws, safeguarding standards, and other legal requirements. Additionally, any new guidance or updates from government bodies, regulatory agencies, or relevant authorities will prompt a review to ensure the policy reflects the latest recommendations and best practices.

Significant Change or Event: If there are major organizational changes, such as restructuring, shifts in key personnel, or modifications to processes, the policy will be reviewed to ensure it remains aligned with the new context. Additionally, significant incidents related to abuse or safeguarding, whether within the organization or in the broader community, may trigger an immediate policy review to address any issues or gaps revealed by these events.

COMMITMENT FAME FOUNDATION'S CHILDREN SAFEGUARDING POLICY

I acknowledge receipt of the [Safeguarding Policy for Children], including the [Code of Conduct], which I have read and fully understood.

I recognize my responsibility and duty of care to report any concerns regarding children and adults participating in activities hosted or funded by FAME Foundation.

I commit to adhering to the Code of Conduct and good practices and will collaborate with FAME Foundation to ensure the best interests of the children are upheld.

I understand that any breach of this policy may lead to the suspension of my involvement in FAME Foundation activities and/or an investigation into safeguarding concerns.

Name:

Signature:

Organization:

Position:

Date:

FAME INCIDENT REPORT FORM

Fill this out with as much detail as you can if you have concerns about a child, young person, or adult who might be vulnerable.

This report is confidential and must not be given to or the contents disclosed to any unauthorized person.

Date of Report

Details on the individual relaying the issue:

Name:

Sex:

Address: Phone Number:

Email Address.....

Your relationship with the child:

Details of child involved:

Name:

Sex:

Address: Date of Birth:

Details of the Incident

Date and time:

Location:

Description of the Incident: [Provide a detailed description of what happened, including any relevant actions or behaviors observed].....
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Individuals Involved:

Witnesses (if any): [Names of witnesses, if any].....

Actions taken: [Describe any immediate actions taken to address the situation, such as reporting to authorities or providing support to the individuals involved].....
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DECLARATION

I hereby declare that the information provided in this report is accurate and complete to the best of my knowledge and belief. I understand that any attempt to withhold information or to knowingly include false or misleading information will lead to disciplinary action as per the policies of the FAME Foundation.

Full Name:

Signature:

Date & Time of Report Submission:

CONTACT

Lead Protection Officer

Name: Aderonke Bello

Email: aderonke@famefoundationwg.org

Agency

National Agency for Prohibition of Trafficking in Persons (NAPTIP) Phone Number:07030000203,
080CALLNAPTIP (08002255627847)

Nigerian Police Force

Phone Number:112 or 199

FCT Police Phone Lines: 07057337653, 08061581938, 08032003913

This policy was written by: Anna Mambula (Programme Manager, FAME Foundation)

Date: 3/2/2020

Signed: **Anna Mambula**

This policy was updated by: Ebunoluwa Oni (FAME Safeguarding Officer)

Date: 2/6/2024

Signed: **Ebunoluwa Oni**

This policy was reviewed by: Aderonke Bello (Executive Director, FAME Foundation)

Date: 7/6/2024

Signed:**Aderonke**