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THE KENYA SCOUTS ASSOCIATION
SAFE FROM HARM POLICY

January 2020

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ABBREVIATIONS/ACRONYMS

ACRWC- Africa Convention on the Rights and Welfare of the Child

AIS - Adults in Scouting

FGM - Female Genital Mutilation

KSA- Kenya Scouts Association

SFH - Safe from Harm

UNCRC- United National Convention on the Rights and Welfare of the Child

WOSM - World Organisation of Scout Movement

ACKNOWLEDGMENT

The Kenya Scouts Association sincerely recognizes and appreciates the sacrifices and commitment of the following members who worked tirelessly to ensure that we have developed this very important policy. The Kenya Scout Association today and forever remains indebted to the giftedness and readiness of these members working together as a team to help us align with the requirements of WOSM and other legal instruments relating to the protection of children and young people from harm.

Kilian Nyambu - Chairman

Malik

Josphat Nkanata

Francisca Arwa

Lucy Weyema

Nixon Nyule

Peter N. Mwema - Secretary

Bro. Francis Kerongo - Technical Advisor

Alice Kihungi - ACC Administration

FOREWARD

The Kenya Scouts Association draws its members from the young people from 6 years up to 26 years. As such, the Association takes the children at their formative age and give them back to the society when they have matured. This gives the Association an opportunity to mould and package them well before they go back to the society, strong to serve.

Over years, there has been increasing recognition of the global nature of child abuse, and growing acceptance of the potential risks to children of adults working in positions of trust. The Association seeks to ensure that children they are in contact with are kept Safe from harm.

It is therefore mandatory to protect the young ones and leaders from any harm and danger while engaging in scouting programs and events. The constitution of Kenya (2010) gives the children a wide range of rights which should be protected.

In the current situation and age, children are vulnerable to many dangers ranging from drug and substance abuse, child trafficking, sodomy and lesbianism, early pregnancies, slavery, early marriage, violent extremism, FGM among many other problems associated with technology advancement.

It is arising from these challenges that the Kenya Scouts Association has come up with a policy which will guide on how the children are to be protected as they do scouting activities. This policy has taken into account all legislations that protects children and will use such legal instruments to enforce the policy.

It is my sincere hope that all the concerned persons will take part in protecting our Scouts. All KSA members and especially scouts have a bigger responsibility to ensure the policy is effective and in force.

Victor O. Radido

Chief Commissioner

KENYA SCOUTS ASSOCIATION BACKGROUND

Kenya Scouts Association (KSA) is a registered member of the World Organization of the Scouts Movement (WOSM). It is a voluntary, non-political and educational Movement for young people open to all without distinction of origin, race, gender, and creed or ethnic/tribal background in accordance with the purpose, principles and method as conceived by the founders.

Purpose

To contribute to the development of young people in achieving their full physical, intellectual, emotional, spiritual, social, and character potentials as individuals, as responsible citizens and as members of their local, national, regional and international communities.

Vision

Creating a better world.

Mission

Educating young people to play a constructive role in the society.

Fundamental Principles

i. Duty to God

Adherence to spiritual principles, loyalty to the religion that expresses them and acceptance of duties resulting there from.

ii. Duty to others

Loyalty to our country in harmony with the promotion of local, national, regional and international peace, understanding and co-operation/integration. Participation in the development of society with recognition and respect for the dignity of ones fellow man and for the integrity of nature.

iii. Duty to self

Responsibility of the one's self; realization of ones right to develop, learn and grow, learning to assert oneself, make ones decision, set aims and identify the necessary steps to achieve ones full potentiality.

iv. Method

Is a system of progressive self-education that should be applied to all sections, taking into account the socio-cultural environment of the young people. The Scout method is applied in such ways as the scout law and promise; learning by doing; membership of small groups (patrol system) requiring adult guidance, progressive discovery and acceptance of responsibility and training towards self-governance directed towards the development of competence, self-reliance, honesty and leadership skill objectives.

INTRODUCTION TO THE SAFE FROM HARM POLICY

The Kenya Scouts Association is committed to the development of young people in Kenya in pursuit of its vision, mission and objectives of providing complementing education and development programs to Kenyan children and youth through scouting. In doing this, KSA will be guided by a commitment to the values and principles of scouting including the Scouts Law and Promise and by the principles of WOSM on SFH in all its programs, events and activities. KSA is cognizant of the fact that scouting's successful existence is based on taking responsibility to provide a safe environment for children and young people, while supporting their development. Specific attention is on the relationship between scouts, scout leaders, partners and all stakeholders through quality and consistent interactions. This policy will help the association to meet its duty to protect children, youth and adult volunteers from harm especially during scouting and KSA organized programs and events; create a positive change in relationships and enhance the scouting profile particularly by:

- i. Aligning KSA policies especially the Youth Program, Adults in Scouting, KSA POR, Ethics, Standards, Quality Assurance and Awards, and Scouting Events and Ceremonies in a way that prioritises the scouts and works towards achieving the Mission and Vision of Scouting,
- ii. Helping to strengthen the core mission of Scouting and therefore, provide better Scouting experiences to the scouts, scouters and other stakeholders,
- iii. Ensuring that Scouting takes an active role in promoting child and youth protection within local, national and international communities,
- iv. Encouraging active citizenship through the development of values, competences and behaviour of individuals.

2.1 Definitions

1. **Adults in Scouting:** a systemic programme for managing adults in order to improve the effectiveness, commitment and motivation of the leadership so that better programmes are facilitated or delivered by and for children and young people.
2. **A Child:** refers to all children and young people under the age of 18 years participating in the KSA.
3. **Child Abuse:** is all forms of physical, emotional, ill-treatment, sexual abuse, neglect of health, psychological and mental injury. For purpose of this policy abuse includes:
 - i. **Child Labour:** occurs when children are made to work for long periods or undertake tasks that exert undue physical or psychological stress and are abusive. It includes using a position of trust to make children do tasks that are not beneficial to their growth and undermines their dignity and self-esteem.
 - ii. **Emotional Abuse:** comprises the failure to provide a conducive environment and support for a child's emotion and psychological growth and development. It includes acts of humiliation, verbal abuse, derogatory

- language, making unattainable demands to children, confinement, displacement, abduction, abandonment and bullying.
- iii. **Neglect:** It is the failure to act by a care giver that results in impaired physical and psychological functioning and injury of a child as a result of lack of basic necessities of life such as food, shelter, clothing, medical care and education.
 - iv. **Physical Abuse:** This may involve causing pain, injury or physical harm on a child or young person including but not limited to beating, battering, scalding, hitting, biting, cutting, slashing, shooting and burning or violently shaking a child.
 - v. **Sexual Abuse:** Involves forcing or enticing a child and young person to take part in sexual activities with or without their consent. It may involve inappropriate touch, penetrative or non-penetrative activities, involving children in the production of and or use or watching of pornographic materials or encouraging children to behave in sexually inappropriate ways.
4. **Staff:** These are persons who are on permanent or contractual employment at KSA or partner organizations.
 5. **Harm:** refers to any detrimental effect on a person's physical, mental, emotional, or psychological wellbeing.
 6. **Health:** a state of physical, mental and social wellbeing.
 7. **Safe Environment:** circumstances and mechanisms that promote and support children and young people's wellbeing, while simultaneously working to address and prevent harmful practices.
 8. **Volunteers:** members of the board, KSA committee members, Scouts Leaders, trainers and other scout officials.
 9. **Young Person:** refers to a male or female aged 18 – 26 years.
 10. **Youth Program:** the totality of the learning opportunities from which children and youth can benefit, created to achieve the purpose of scouting and experienced through the scout method.

2.2 Purpose of the Policy

This policy is meant to facilitate the development and implementation of necessary procedures that create a safe environment for all children and youth in scouting for their full development physically, intellectually, emotionally, socially, spiritually and character.

2.3 Scope of the Policy

The policy is applied to everyone who interacts with scouts under Kenya Scouts Association programs and events but specifically to:

- i. Children and young people between 6 and 26 years of age,
- ii. Adult volunteers and professional staff,
- iii. Any and all external stakeholders involved in supporting and working with scouts.

- iv. Accountability for the implementation of this policy falls upon all adults, particularly those who are responsible for leading and governing the different levels of KSA, whether their focus is on developing Youth Programmes, implementing Adults in Scouting systems or performing any other support roles.

POLICY STATEMENT

KSA undertakes to provide care and protection to all children, youth and adults involved in its activities and events and safeguard them from any form of harm. KSA will adhere to the guidelines established in this policy for the protection of all children, youth and adults who participate in the Associations activities and those who are in contact with the staff of the organization. Breach of this policy by staff, volunteers, partners and other stakeholders will constitute gross misconduct. Such action or omission will attract disciplinary procedures in line with KSA policies and operational guidelines.

3.1 Policy Principles

Through this policy Kenya Scouts Association undertakes to promote, protect and safeguard the rights and welfare of all its members especially children and youth by ensuring that all are protected from any harm or potential harm that would result from physical harassment, psychological or emotional duress, sexual abuse, economic and cultural exploitation or neglect. In this regard the Kenya Scouts Association undertakes as part of its policy to:

1. Train, sensitize and educate all KSA and partners` staff, members, volunteers, visitors, on child protection at the appropriate times before they engage with children;
2. Ensure that protecting children from harm is the responsibility of all those who participate in the work of the KSA including all employees, all volunteers, and other stakeholders;
3. Work closely with the relevant government ministries, departments and agencies to address cases of abuse particularly those which cause harm to children and young people;
4. Ensure adequate vetting and screening of all staff, volunteers and partners before recruitment or engagement to eliminate risks of hiring or engaging a person who has a record or motivations of child abuse or one who is likely to abuse children;
5. Consider the best interest of the child and young person in any matter relating to their welfare and rights, guarantee freedom of expression while promoting their participation;
6. Take seriously, investigate and swiftly act on all allegations and suspicions of abuse and neglect by any members of staff, volunteers, partners and other stakeholders;
7. Ensure that in all its activities and those of planned and executed by its partners, the welfare and safety of children and young persons is paramount;
8. Make sure that all KSA and partners` staff, volunteers have responsibilities of reporting concerns of abuse and neglect to the designated child protection officer in the KSA and of assisting in recording allegations of abuse and neglect;
9. Ensure that all conditions that expose children and young people to risks of abuse and neglect during scouting events and activities are minimized and addressed;

10. Guarantee that all members and those in contact with children and young people are protected from all forms of abuse and neglect;
11. Create deliberate opportunities for active participation of the children and youth in designing of their program, events, and activities devoid of neglect and abuse.
12. Designate an officer at the National Secretariat preferably in the Youth Program department to be in charge of all SFH communication and processes.

3.2 Policy Framework

To ensure that the foregoing policy principles are adhered to, KSA will undertake to;

- i. **Create Awareness:** make sure all scouts, scouters, staff, volunteers and stakeholders are made aware of the SFH policy and the obligations thereof;
- ii. **Safeguard:** ensuring that all adults engaging with children and youth are trained and certified by taking the SFH policy evaluation test and commit to adhere to the provisions of this policy before appointment and engagement;
- iii. **Guide:** ensure that during all KSA events, the provisions and procedures of this policy are strictly followed and those charged with responsibilities of the event adhere to its procedures in reporting incidents of or suspected abuse;
- iv. **Prevention:** ensure that proper risk analysis is taken while planning and executing all scouting activities to limit and reduce chances of harm;
- v. **Confidentiality:** ensure that all reported cases of harm and sharing of information on the same are treated with utmost confidentiality to ensure protection of the identity and dignity of the children and or young persons involved;
- vi. **Feedback:** communicate and give immediate response on measures taken where concerns arise regarding the safety or welfare of children and young people;
- vii. **Teamwork:** ensure that at all KSA programs, events and structures of governance, the welfare of children and youth is prioritized by all those involved. And that if any action or omission that endangers the safety of KSA members, all work as a team to alleviate harm.
- viii. **Collaboration:** create close collaboration with relevant government ministries, departments and agencies to ensure that requisite interventions are provided with immediacy.

3.3 Priority of the SFH Policy

The principles of Scouting support the wholistic development of young people towards self-confident and reflective personalities; but, they are vulnerable to abuse, misunderstanding and misuse especially by adult leaders or among peers. KSA will therefore put in place a systemic approach to prevent and respond to situations that may affect the wellbeing, development and safety of children and young people while practicing their scouting.

Through this policy, KSA and its members are to find how best the fundamental norms in Scouting can be lived practically in our context by encouraging and mirroring:

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- i. Adherence to the Scout Promise and Law,
- ii. Prioritising the principles of scouting and all the elements of the Scout Method,
- iii. Respect for oneself and others (empowering children and young people to protect themselves and others),
- iv. Creating an environment that promotes openness and a diversity of views, without fear of adverse repercussions for expressing different opinions,
- v. Providing equal opportunity for everyone

KSA commits especially to guarantee that in the four key areas of engagement, there is deliberate action to safeguard the safety of its members at all times. This will be through:

3.3.1 Youth Programme

KSA commits to a continuous review and evaluation for risk of all learning opportunities created for achieving the purpose of Scouting to minimize the risks of abuse. KSA will therefore develop a youth program that:

- i. Recognizes the common and potential threats while inherently developing strategies to counter them,
- ii. Develops a culture of listening to and consulting where children and young people feel safe,
- iii. Uses existing educational objectives and learning opportunities to empower and develop the potential of children and young people,
- iv. Focuses on developing educational experiences that are challenging, appealing, rewarding and safe to children and young people,
- v. Develops positive change in children and young people in terms of values and behaviour,
- vi. Provides for monitoring and evaluation frameworks for all activities and practices to include adherence to the corresponding SFH procedures,
- vii. Requires regular safety inspections of equipment and facilities used by children, young people and adults based on a clearly defined set of requirements,
- viii. Confidential gathering of information regarding medical, dietary and developmental needs of individuals for the welfare concerns,
- ix. Promotes online safety and provide guidance on safe use of information and communication technologies, particularly those that are internet-based (e.g. websites, social media networks, digital photography), by volunteers and professional staff as well as young people who use technologies.

3.3.2 Adults in Scouting

Implementing a safe environment in Scouting also means that all adults are listened to, taken care of and supported so that they can carry out their role at their best in all situations. KSA will ensure that:

- i. Adult recruitment, selection and induction processes are consistent with the SFH Policy (e.g. application forms covering essential information, a transparent vetting and appointment system),
- ii. Appointments of adults are made only after all appropriate checks have been conducted e.g. regular background check, reference check and interview process,

- iii. Leader profile and role descriptions for all positions that deal with children and young people include the responsibility to keep them safe from harm,
- iv. Volunteers and staff are inducted on how to communicate to all stakeholders about the SFH standards and procedures, and are aware of what to do if concerns about any child or young person are raised,
- v. There is a regular and relevant SFH training to all volunteers and staff in accordance with changes in legal frameworks and trends in society.
- vi. There is adherence and strict implementation of other relevant procedures for all adults (e.g. Ethics, Standards, Quality Assurance and Awards policy) to support the implementation of the SFH policy.

3.3.3 KSA Structures

KSA commits the following within its all its structures:

- i. Publicly and prominently publish a written statement on SFH.
- ii. Ensure that AIS and Youth Program policies include and adhere to the values of SFH.
- iii. Document clear procedures to deal with issues relating with harm especially on receiving, responding and documenting complaints at all levels.
- iv. Designate an officer at the National Secretariat to coordinate all SFH related concerns and communications.

3.3.4 Scouting Events

The scouting goals, mission and vision are actualized through and in various scouting events and activities. To ensure that children and young people are safe during these events, KSA commits to:

- i. Sensitise and create awareness to all participants of possibilities and risk aspects of harm, as well as protocol for reporting any instances of harm within the event,
- ii. Have clear plans specific to each event mapping risks and preventive action,
- iii. Proper onsite induction and sensitisation of involved adults on SFH aspects with specific attention on risks posed by self or others at the event,
- iv. Monitor and evaluate each event with clear documentation and reports on allegations or actual risks and preventive procedures on SFH,
- v. Demand high level of integrity from all adults responsible and assigned any duties during the event.

POLICY IMPLEMENTATION

4.1 Implementation Mandate

The implementation of the SFH policy is a responsibility of each and every member of KSA, however, the specific mandate of monitoring and ensuring adherence is charged to the County Scout Board and AIS Committee in consultation with the National Scout Board. Both the County Scout Board and the AIS Committee will therefore:

- i. Treat all allegations of abuse and harm to children and young people with utmost seriousness,
- ii. Take positive and swift steps to protect children, young people and adults who are affected or at risk,
- iii. Respond to concerns about children and young people's welfare even if no specific allegation has been done via official report,
- iv. Protect or support children, staff or other adults who report abuse or who raise related concerns,
- v. Actively support any process of investigation while safeguarding safety and confidentiality of concerned parties while the process of investigation is on,
- vi. Ensure stringent recruitment, vetting and screening processes for volunteers to safeguard against recruitment or appointment of person's who may pose risks of abuse and harm to children and young people,
- vii. Ensure that for all activities and events involving children within the Kenya Scouts Association or immediate partners, and at all levels of management and leadership of the scouting movement, at least one member of the staff is assigned the role of leading in child protection; raising awareness on this policy and its guidelines among staff members; partners and children while safeguarding the rights and welfare of the participants,
- viii. Ensure that all members of staff or volunteers who are likely to engage with children on a one to one basis are as a matter of policy trained and certified in SFH as well as signed the SFH Code of Conduct.
- ix. Ensure that no staff, volunteers or partners are left alone with children and young people of the opposite sex without the accompaniment of another adult or scout of the same sex as the scout.
- x. Collaborate with other government ministries and agencies in handling any allegations of abuse or harm.

4.2 Preventing Harm to Children, Young People and Adults in Scouting

The Kenya Scouts Association will ensure that all staff members, volunteers and partners have read and understood this Safe from Harm Policy and subscribed to the annexed Code of Conduct. To ensure total compliance, KSA shall require that:

- i. All Jasiri scouts and those who have the opportunity for regular contact with scouts, or who are in positions of trust, complete the SFH code of conduct;
- ii. In all its projects and programs children and young people are adequately supervised and protected at all times;

- iii. Where any work, event or activities involve children and young people, risk assessments will be undertaken and preventive actions taken;
- iv. Put in place appropriate and sufficient measures and mechanism to ensure safety and protection of scouts from abuse by their peers and would be intruders during scouting activities and events.
- v. The member of staff, volunteer or partner in charge of implementing the activities holds the primary responsibility for ensuring that risks to children and adults are managed effectively;
- vi. Partners have their own child protection policies if implementing activities that involve children under the mandate of the Association or to abide by the Kenya Scouts Association's SFH;
- vii. A strategy of education, awareness and sensitization on the SFH policy is developed and implemented targeting all staff, volunteers and members as well as representatives of KSA partners;
- viii. There are clear ways both inside and outside association for representatives to raise concerns, confidentially if necessary, about unacceptable behaviour towards children by other representatives;
- ix. A person be designated to be in charge of SFH at different levels of the organization management and such persons shall have the responsibility of dealing with abuse or allegations of the same according to the SFH policy and procedures;
- x. All witnessed, suspected or alleged violations of the principles of the SFH policy and code of conduct are immediately reported to the designated SFH officer who will record and act on these in accordance with the policy;
- xi. Take immediate action to immediately suspend any member of staff, volunteer or partner representative or consultant who is found or alleged to have actually violated the principles of the SFH policy by attempting or abusing a scout who is under their care or have a relationship with KSA pending full investigation;
- xii. Reserve all rights to take any disciplinary measures or action against any member of KSA or partner who may be proven to have caused abuse or harm to a scout;
- xiii. Consider the best interests of children, young people and adults in scouting in all cases or allegations of abuse and provide the strategic and/or emergency support as shall be necessary to ensure safety, well-being and health of a child or young person where abuse has occurred.

4.3 Reporting

Kenya Scouts Association and partner staff, volunteers and members have a responsibility of immediately reporting all acts, allegations and suspicions of abuse or harm as well as violations of this policy to the designated officer. It is a violation of the principles of this policy and code of conduct to fail to report any form of abuse or neglect to children and young people who are under the care of KSA which shall attract disciplinary action.

When abuse is reported, KSA shall:

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- i. Inform the parent or guardian immediately the abuse is reported and action taken. It is the responsibility of the designated officer to ensure that cases which required statutory intervention are reported and follow up made.
- ii. Take care of immediate needs of the victim including emotional, medical and physical safety while guaranteeing confidentiality and privacy.
- iii. Immediately fill in the safe from harm reporting form and submit it to the designated officer before acting or taking any other action for direction; and in his/her absence the responsible care giver or official with authority over the scouting unit or area.
- iv. Provide guidance and direction on possible referral where the affected person can receive appropriate and professional support.
- v. Once the affected person's health and safety is guaranteed and a report has been made, the designated officer commences internal investigation as per the laid down procedure of KSA. The designated officer has the responsibility of informing and consulting with the National Executive Commissioner of KSA as the investigation begins.

4.4 Documentation

All the County Scout Board and AIS committee deliberation, accounts of witnesses and of victims as well as the accused should be well documented. Such reports should be made available to disciplinary committees, the NEC and statutory investigators while maintaining confidentiality.

4.5 Confidentiality

To avoid defamatory, demeaning and stigmatizing of the affected person as well as the alleged perpetrator, absolute confidentiality and privacy of identities must be guaranteed and only released after consent has been attained.

4.6 Investigation

Internal investigation will be done confidentially through an impartial and prompt process. Investigation may consist of listening to victim of abuse, interviewing the alleged perpetrator gathering evidence from experts including medical personnel, collecting information about the perpetrator's past conduct and any other form of enquiry that would be appropriate.

4.7 Management of Allegations and Incidences

KSA will designate a trained officer to be in charge of SFH at the National Secretariat. The designated officer will be in charge of dealing with issues of ensuring protection and safe from harm for scouts and all adults. The designated officer in collaboration with the County Scout Board and AIS Committee will among other duties:

- i. Receive all reports on cases of abuses,
- ii. Develop protection and prevention strategies specific to events,
- iii. Popularize the SFH policy and safeguard the observation of the SFH code of conduct within the KSA,

- iv. Work with other government ministries, departments, and agencies in ensuring protection of and procedural handling of all allegations of harm and abuse.

4.8 Monitoring the Policy Implementation

The effectiveness of the SFH policy is predicated on KSA members especially the leadership ensuring that all policies, procedures and plans relating to scouts and scout events have to be implemented across all levels of the association. KSA through its various organs shall ensure that the different checks and balances are applied consistently to minimize the risks of harm to its members.

To ensure effectiveness; Jasiri scouts, members of staff, volunteers and representatives of partners will be required to sign the code of conduct and observe all the principles and values therein. The National Scouts Board has the obligation of ensuring that at all times this policy is enforced and adhered to. The Board will receive and deliberate annual reports on the extent of compliance to the policy and take relevant actions thereof.

4.9 Policy Approval and Amendment

This Policy is subject to the Kenya Scouts Association's Constitution but is at the core of all KSA working policies and guidelines. The policy shall come into effect immediately it is adopted by the National Scout Board. As need arises, this policy can be amended by the AIS Committee with input from the County Scout Board, Youth Program Committee and other relevant arms of KSA in consultation with the National Scout Board.

ANNEX 1: SAFE FROM HARM CODE OF CONDUCT

This code will be filled by all Jasiri scouts on investiture and adults working with children and young people before taking up any appointment or office in KSA and renewed every 3 years or as the National Scout Board may demand of the member. The signed form shall be presented to a KSA officer whenever required as evidence of compliance.

I,

Commit myself to:

- i. At all-time avoid putting children and young people in situations where they are not properly supervised by an adult or entrusting my responsibility as care giver to another person without the permission of the designated officer or the scouts' parents/guardian;
- ii. Treat all scouts in the working context with respect by avoiding language or acts that shame, humiliate, belittle or degrade children and young people to emotional and psychological abuse;
- iii. Protect children and youth from exposure to pornographic features, scenes or materials and behave appropriately and in child friendly ways at all times and in all places where children are present to avoid exposing children to sexual behavior. Always ensure videos mobile phones, digital cameras, computers are secured of access to pornographic materials when they are being used near or by scouts;
- iv. Always behave in ways that are appropriate, use behavior and language that is respectful to children and avoid all actions and communication that are harassing, abusive, sexually provocative, demeaning or culturally inappropriate;
- v. Always maintain appropriate behavior even where children and young people behave in inappropriate and provocative ways and ensure that a healthy adult-child relationship is maintained;
- vi. Avoid engaging children and young people in any form of sexual acts or playing sexual related activity including inappropriate touch, conversations, and actual sexual acts or paying for sexual favors;
- vii. Whenever possible and to the best of circumstance, avoid being alone in enclosed places or spaces with a scout and ensure that another adult or scout is present when such circumstances are presenting and unavoidable;
- viii. Avoid inviting unaccompanied scouts into my home or in a room for any activity except where such an invitation is aimed at protecting the scout from danger and is to the best interest of the child or young person involved;
- ix. At all times avoid inappropriate physical or emotional punishment to children and young people in the context of work or scouting;
- x. Ensure at all times not to accompany scouts of opposite sex to events, process or activities unless with the presence of another adult member of the same sex with the scouts;

- xi. Facilitate adequate security, safety and emergency arrangements whenever am charged with the responsibility of leading scouting activities or events and take measures to minimize risks of children and young people being abused by care givers, adults as well as their peers;
- xii. Ensure compliance with local cultural standards and respect for the dignity of children and young people by seeking their consent, or that of a designated SFH officer or responsible care giver before photographing, recording or filming children and young people;
- xiii. Ensure that images of scouts including pictures, photographs, and videos or filming present children is dignified, presents a true reflection of real life situations and context, do not constitute or communicate sexually provocative poses or messages and do not carry information on the physical or other address or contact of the concerned children and young people;
- xiv. Immediately report all concerns and allegations of abuse to designated officers in accordance with procedure;
- xv. Maintain utmost confidentiality in all cases and allegations of abuse except where one has to share the information with the designated officer, responsible care giver or statutory child protection officer for investigation and action;
- xvi. Always liaise with appropriate statutory representatives and departments when children and young people are identified to be in need of care and protection;
- xvii. Exclude or remove any indecently dressed scouts, staff, volunteer, partner or stakeholder from any scout activity to avoid risk of harm to children and young people;
- xviii. Ensure that any indecent behavior as a result of drug and substance influence will not be allowed in any scouting activity or event;
- xix. Obey all national and international laws relating to the welfare, rights and protection of children and young people.

DECLARATION

I..... ID/Passport No.....

Postal Address..... Phone Number.....

Email Address.....

Having read and understood the foregoing code of conduct and by my own volition commit that while in an engagement and implementing programs, activities and events with the Kenya Scouts Association; and while in contact with members of the Kenya Scouts Association, I will abide to this policy. I am aware that any violation by commission or omission of this policy will attract disciplinary and legal process by the Kenya Scouts Association together with other legal entities.

SIGNATURE ----- DATE-----

WITNESSING OFFICER:

NAME----- DESIGNATION.....

SIGNATURE----- DATE.....

KENYA SCOUTS ASSOCIATION

P.O. BOX 41422, TEL: 020-2020819/ 0721464528 NAIROBI

TELEFAX: 020-3873799 / 020 - 2020819 EMAIL: info@kenyascouts.org

SAFE FROM HARM REPORTING FORM

To be filled in duplicate

Complainant Particulars

Name Age..... Gender.....

Parent/Guardian Name..... Tel. No.....

Scout Leader Name..... Tel. No.....

Head of the Institution Tel. No.....

Abuser/Perpetrator's Particulars:

Name..... Age..... Gender.....

Tel. No..... ID No.....

Place of work..... Immediate supervisor.....

Relationship with the child.....

Nature of Abuse/Harm.....

Date..... Time..... Place.....

Complainant's Narration
.....
.....

Complainant's Signature.....

Evidence Attached

.....
.....

Name of Officer..... Designation.....

Signature..... Date.....

For Official Use

Name of Officer..... Designation.....

Telephone..... Date..... Time.....

Action Taken.....

Signature.....