

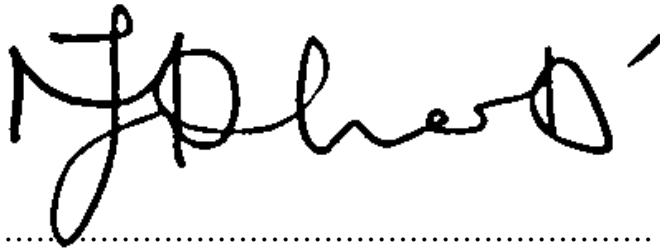
# SAFE FROM HARM IMPLEMENTATION PLAN 2020



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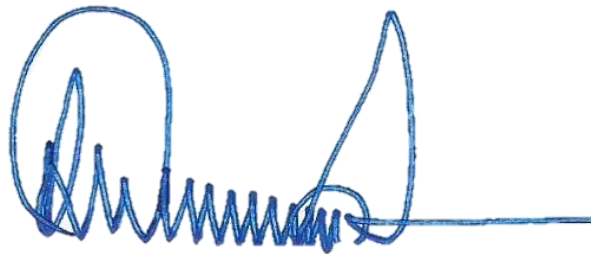
**VALIDATION OF PLAN**

Validation signed on.....January 5<sup>th</sup> 2020.....



Signed by.....

**Moses O Danda**  
**National Executive Commissioner, KSA**



Signed by.....

**Victor Radido**  
**Chief Commissioner, KSA**

## **ABBREVIATIONS AND ACRONYMS**

<b>Acronym</b>	<b>Full Form</b>
<b>KSA</b>	Kenya Scouts Association
<b>SfH</b>	Safe from Harm
<b>NSFHC</b>	National Safe from Harm Committee
<b>NSO</b>	National Scout Organization
<b>WOSM</b>	World Organization of the Scout Movement
<b>AGM</b>	Annual General Meeting
<b>MOUs</b>	Memoranda of Understanding
<b>SMS</b>	Short Message Service
<b>IT</b>	Information Technology

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## **INTRODUCTION**

This implementation plan outlines the actionable steps the Kenya Scouts Association will take to ensure its Safe from Harm (SfH) needs are met. It is endorsed and owned by the KSA National Board and outlines monitoring mechanisms and corrective procedures to ensure continual improvement.

The development of this plan is informed by the growing recognition of child protection as a fundamental responsibility of youth-serving organizations. The need for a robust Safe from Harm implementation framework within KSA arises from various challenges including: **increased awareness of abuse and neglect cases globally and locally, gaps in reporting systems, limited capacity among adult leaders, and lack of structured monitoring.**

This plan aligns with the World Organization of the Scout Movement (WOSM) Safe from Harm framework, which urges all National Scout Organizations to adopt proactive measures that ensure the safety, protection, and well-being of all members especially children and vulnerable youth. The plan ensures KSA's practices reflect WOSM's core values of creating a safe environment where Scouts can learn and grow free from harm.

### **1.1 Main Objective**

To establish and operationalize a comprehensive Safe from Harm framework that safeguards all members of the Kenya Scouts Association from any form of abuse, harm, or exploitation, while promoting a culture of protection, accountability, and continuous improvement.

### **1.2 Specific Objectives:**

1. To integrate Safe from Harm principles and practices in all levels of programming, leadership, and events within KSA.
2. To build the capacity of all adult leaders, volunteers, and youth members in recognizing, preventing, and responding to cases of harm or abuse.
3. To develop and maintain a confidential, accessible, and effective Safe from Harm reporting and response mechanism.
4. To establish a robust system for regular monitoring, evaluation, and corrective action to ensure sustained implementation and accountability. Monitor, evaluate, and adapt strategies to respond to emerging risks.

## **OWNERSHIP AND ENDORSEMENT**

The Safe from Harm Implementation Plan is officially owned and endorsed by the National Board of the Kenya Scouts Association. The Board provides strategic oversight, ensures resource allocation, and commits to upholding the standards outlined in this plan.

To ensure effective implementation, the following governance structure is established:

- **National Board:** Provides official endorsement, policy guidance, and approves corrective actions. Holds ultimate accountability for the plan's implementation and effectiveness.
- **National Safe from Harm Committee (NSFHC):** Oversees day-to-day implementation, coordination of national training programs, development of tools and resources, and preparation of monitoring reports.
- **County Scout Councils:** Tasked with operationalizing Safe from Harm activities at the grassroots level. Each County Council appoints a County SfH Coordinator to lead local implementation, ensure training is delivered, and act as the reporting focal point.
- **Unit Leaders and Volunteers:** Responsible for cascading the Safe from Harm principles to scouts, ensuring adherence during activities, and acting as first responders to incidents.

## KEY ACTION AREAS AND ACTIVITIES

This section outlines the major focus areas and corresponding activities necessary for successful implementation of the Safe from Harm plan. Each action area contributes to building a safe, responsive, and accountable scouting environment. Timelines, responsible persons, and tools for monitoring are specified to ensure transparent and measurable progress.

<b>Action Area</b>	<b>Activities</b>	<b>Timeline</b>	<b>Responsible Party</b>	<b>Monitoring Tool</b>
<b>Policy Dissemination</b>	Print and distribute Safe from Harm policy documents, including versions tailored for children and youth. Conduct orientation sessions to ensure understanding.	Q1	NSFHC, County Commissioners	Distribution logs, orientation attendance sheets
<b>Training</b>	Deliver tiered training modules for adult leaders, volunteers, and youth members. Include refresher courses and online options.	Q1–Q2	NSFHC, Assistant County Commissioners-Trainers	Attendance sheets, training evaluations, pre/post assessments
<b>Reporting System</b>	Develop and roll out an anonymous and accessible reporting system through web, SMS, and suggestion boxes. Train users on reporting procedures.	Q2	NSFHC, IT Department, Communication Department.	Report usage analytics, follow-up logs, resolution rates

<b>Community Engagement</b>	Organize outreach activities, including forums, dialogues, and Safe from Harm awareness days within communities and schools.	Q2–Q3	County Coordinators, Youth Ambassadors	Campaign reports, feedback forms, media documentation
<b>Activity Risk Management</b>	Conduct mandatory Safe from Harm risk assessments prior to all national, regional, and county-level events.	Ongoing	Event Organizers, County Commissioners	Risk assessment forms, sign-off sheets, incident reviews
<b>Regular Monitoring</b>	Quarterly progress review meetings	Quarterly	NSFHC, National Board	Minutes, implementation status reports
<b>Corrective Actions</b>	Address non-compliance cases with thorough investigations. Apply sanctions, recommend retraining, or provide support where needed.	As needed	National Board, NSFHC	Investigation reports, corrective action logs, follow-up audits

## **MONITORING FRAMEWORK**

The Kenya Scouts Association will employ a structured monitoring framework to ensure consistent implementation, track progress, and make data-driven decisions. The framework will include the following components:

### **a. Quarterly Progress Reviews**

- Each quarter, the National Safe from Harm Committee (NSFHC) will compile implementation data from counties and submit a consolidated progress report to the National Board.
- These reviews will focus on key performance indicators (KPIs), such as the number of individuals trained, number of reports received and resolved, and compliance rates at events.

### **b. National Scorecard System**

A standardized scorecard will be used to assess Safe from Harm implementation across all counties.

Key indicators will include:

- i. % of leaders trained
- ii. Functionality of reporting mechanisms
- iii. Incidence response time
- iv. Policy dissemination reach

Scorecards will be shared with County Commissioners and used to recognize high-performing regions.

### **c. Annual Independent Evaluation**

- Once a year, KSA will commission an independent evaluation of the Safe from Harm implementation plan.
- This evaluation will involve stakeholder interviews, documentation review, and spot-checks during events.
- A summary of findings and recommendations will be shared at the Annual General Meeting (AGM) for accountability and planning.

### **d. Feedback and Learning Loops**

- Lessons learned from quarterly and annual reviews will be used to improve training, tools, and procedures.
- County-level review meetings will be encouraged to share good practices and address challenges.

## **CORRECTIVE ACTION MECHANISM**

To ensure accountability and continuous improvement, KSA will implement a structured corrective action mechanism that is fair, timely, and transparent. This mechanism applies to all Safe from Harm implementation areas and ensures swift response to cases of non-compliance, abuse, or gaps in practice.

### **a. Incident Reporting and Triage**

- I) All reports submitted through official SfH channels (SMS, online portal, suggestion boxes) will be reviewed within 48 hours by the National Safe from Harm Committee (NSFHC).
- II) Reports will be classified based on severity: low-risk (e.g., policy gaps), medium-risk (e.g., non-compliance), and high-risk (e.g., abuse allegations).

### **b. Investigation and Evidence Gathering**

- I) For medium to high-risk reports, a formal investigation team will be constituted, including a safeguarding expert.
- II) Confidential interviews and evidence collection will be undertaken within 7–14 days depending on the case complexity.
- III) Findings will be documented in a Safe from Harm Case File.

### **c. Corrective Measures**

Depending on the outcome of investigations, corrective actions may include:

- I) **Training or retraining** of leaders/volunteers.
- II) **Suspension or removal** from leadership roles.
- III) **Written warnings or formal apologies.**
- IV) **Referral to authorities** in line with national child protection laws (for criminal or high-risk cases).
- V) **Support interventions** for victims, including counseling or relocation during events.

### **d. National Board Oversight and Sanctions**

- I) The National Board will review all high-risk cases and decide on sanctions or system-level improvements.
- II) Persistent non-compliance may result in withdrawal of event approvals or disbanding of non-compliant units.

#### **e. Follow-up and Closure**

- I) All corrective actions will be followed up within 30 days to verify implementation.
- II) A case will be closed only after full resolution is confirmed and documented.
- III) Lessons learned will be integrated into future training and updates.

### **COMMUNICATION AND VISIBILITY**

Effective communication and visibility are essential to promoting awareness, ownership, and adherence to Safe from Harm principles within the Kenya Scouts Association . This section outlines strategies to ensure all members, stakeholders, and the broader community understand and support Safe from Harm initiatives.

#### **a. Internal Communication**

- Regular updates and reminders on Safe from Harm will be disseminated through official KSA communication platforms including newsletters, circulars, WhatsApp groups, and social media.
- Safe from Harm updates will be a standing agenda item in all National and County-level meetings.
- Unit leaders will conduct monthly talks (SfH Moments) to reinforce key messages with scouts.

#### **b. Visual Awareness Materials**

- Posters, banners, and signage with Safe from Harm messages, reporting channels, and emergency contacts will be displayed at scout offices, camps, and training venues.
- Branded educational materials (e.g., handbooks, wristbands, t-shirts) will promote visibility among youth members.

#### **c. Youth-Led Campaigns**

- Trained Youth Safe from Harm Ambassadors will conduct peer-to-peer awareness sessions in schools and community forums.
- Social media challenges and video campaigns will be launched periodically to promote youth engagement and ownership.

#### **d. Public Engagement**

- KSA will organize annual Safe from Harm Days across counties to engage the public, stakeholders, and parents.

- Strategic media partnerships (radio, TV, blogs) will be used to raise awareness and showcase KSA’s commitment to child safety.

**e. Feedback and Visibility Mechanism**

- A digital feedback platform will be integrated on KSA’s website to collect suggestions and complaints related to SfH.
- Success stories and case studies will be documented and published to demonstrate impact and build momentum.

**SUSTAINABILITY AND REVIEW**

Ensuring the long-term success and relevance of the Safe from Harm (SfH) implementation plan requires sustained investment, periodic review, and stakeholder engagement. This section outlines strategies that will enable KSA to maintain momentum, respond to evolving risks, and institutionalize safeguarding across all structures.

**a. Integration into Core Structures**

- Safe from Harm responsibilities will be embedded into existing KSA strategic plans, policies, and leadership roles.
- Budget lines will be allocated annually to support training, communication, reporting systems, and incident management.
- All newly recruited adult leaders and staff will be required to undergo Safe from Harm induction as part of onboarding.

**b. Periodic Review and Adaptation**

- The implementation plan will be reviewed annually by the National Safe from Harm Committee, in consultation with county Commissioners and youth representatives.
- Reviews will include analysis of incident data, training coverage, and compliance reports.
- Revised plans or adjustments will be endorsed by the National Board and communicated across all levels.

**c. Youth Involvement and Feedback Loops**

- Youth engagement remains central. Regular feedback forums, surveys, and youth-led assessments will be conducted to evaluate SfH efforts from a youth perspective.
- KSA will institutionalize a “Youth Voice Report” to capture lived experiences and recommendations for future planning.

**d. Stakeholder Partnerships**

- KSA will continue to collaborate with WOSM, government child protection agencies, CSOs, and community actors to strengthen safeguarding mechanisms.
- Memoranda of Understanding (MOUs) may be signed with support organizations to provide technical and psychosocial support.

**e. Learning and Innovation**

- Lessons learned from each phase of implementation will inform revisions, inspire innovations, and shape future strategies.
- Pilot programs and case studies will be documented and shared nationally and internationally to build a body of evidence.

## SAFE FROM HARM IMPLEMENTATION PLAN VERSION HISTORY

<b>Version</b>	<b>Date</b>	<b>Description</b>	<b>Approved By</b>
1.0	5/01/2020	Safe from Harm Implementation Plan	National Scout Board