



**Community Advocacy and Awareness Trust (CRAWN Trust)**  
**SAFEGUARDING POLICY**  
**APRIL 2024**

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## 1. INTRODUCTION

- 1.1 Community Advocacy and Awareness (CRAWN) Trust is committed to the protection and safeguarding of children and vulnerable adults (hereinafter referred to as Vulnerable Persons) and acknowledges its duty as a civil society organisation to ensure its programs and operations are conducted in an appropriate manner for vulnerable persons.

## 2. POLICY STATEMENT

- 2.1 CRAWN Trust recognizes there is potential for abuse to occur within its workplace and within the context of its projects which are intended to address and support the needs of vulnerable communities and groups. This policy establishes CRAWN Trust's commitment to protect the vulnerable persons we work with, either directly or indirectly, from any form of abuse.

## 3. PURPOSE OF THE POLICY

- 3.1 The purpose of this policy is to provide all associates of CRAWN Trust including employees, board members, contractors, consultants, interns, project participants, and partners on ways to engage with children and vulnerable adults when working for, on behalf of, or in partnership with CRAWN Trust.
- 3.2 This policy aims to:
- i. Promote the safeguarding of vulnerable persons directly served by CRAWN Trust's staff and relevant associates;
  - ii. Ensure any allegation of abuse of vulnerable persons which occurs within CRAWN Trust's projects and programs are reported and appropriately addressed;
  - iii. Ensure support is provided to vulnerable persons experiencing abuse caused by CRAWN's staff or relevant associates.
- 3.3 This policy intends to supplement but not replace any legal provisions and government initiatives which protect the rights of vulnerable persons in Kenya.
- 3.4 Sexual harassment in the workplace is covered under CRAWN Trust's sexual harassment policy.

## 4. SCOPE

- 4.1 This policy applies to all staff and board members, associated personnel whilst engaged with work or visits related to CRAWN Trust, including but not limited to the following: consultants; volunteers; contractors; program participants; interns; programme visitors including journalists, celebrities and politicians.

## 5. DEFINITIONS

### **Abuse:**

A violation of an individual's human and civil rights by any other person or persons. It lowers the dignity of the abused person. It can take the form of physical, psychological, financial or sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the health, survival, development or dignity of a child or vulnerable adult. Abuse can be a single act or repeated acts and can be unintentional or deliberate. Abuse often involves criminal acts.

### **Child:**

A child is a person who is under 18 years of age, as recognised in the UN Convention on the Rights of the Child. CRAWN TRUST shall not consider the age of majority in the country in which the child lives or their home country unless the age of majority provided by local law is above 18 years of age.

### **Discrimination:**

The unjust or prejudicial treatment of different categories of people, especially on the grounds of ethnicity, age, sex or disability.

### **Financial or Material Abuse:**

Includes theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills property, inheritance or financial transactions or the misuse of misappropriation of property, possessions or benefits.

### **Partners:**

Includes all donors, grantees, collaborators, suppliers, consultants, sub-contractors, program participants, or any parties with a contractual relationship with CRAWN Trust.

**Physical Abuse:**

Any intentional act causing injury or trauma to another person by way of bodily contact. Both children and adults can be victims physical abuse.

**Prevention:**

The act of stopping something from happening or arising.

**Protection:**

The act of protecting someone or something.

**Psychological or Emotional Abuse:**

The regular and deliberate use of a range of words and non-physical actions used with the purpose to manipulate, hurt, weaken or frighten a person mentally and emotionally.

**Staff:**

Individuals who work for CRAWN Trust either full time or part time for wages and salary.

**Safeguarding:**

Promoting and protecting people's health, wellbeing and human rights, and enabling them to live free from exploitation abuse and bullying.

**Sexual Abuse:**

A form of sexual violence, which includes sexual assault, such as rape or unwanted touching, and sexual harassment which is unwelcome, intimidating or offensive sexual behavior.

**Survivor:**

The person who has been abused or exploited. The term "survivor" can also be interchanged with the word "victim." It is the individual's choice how they wish to identify themselves.

**Vulnerable Adult:**

A person, 18 years and above, who by reason of disability, age, gender, social and economic status, or illness, the context they are in, may be unable to take care of or to protect him or herself against abuse, harm or exploitation.

**Vulnerable Persons:**

Is an umbrella term which covers children and vulnerable adults.

**Workplace Aggression:**

Any act of aggression, physical assault, threatening or coercive behavior that causes physical or emotional harm in a work setting.

## 6. SAFEGUARDING PRINCIPLES

6.1 The following principles underpin all of CRAWN Trust's safeguarding functions, actions and decisions. All staff and partners are expected to adhere to these principles as it relates but are not limited to the categories as listed below.

### Prevention

- i. CRAWN Trust will ensure that all reasonable measures are taken to minimise the risk of abuse to vulnerable persons.
- ii. CRAWN Trust recognizes that all vulnerable persons have the right to equal protection from abuse.

### Protection

- i. CRAWN Trust has a zero-tolerance policy on any form of abuse and is committed to providing a safe and secure environment to vulnerable persons that it works with either directly or indirectly.
- ii. CRAWN Trust will not condone nor tolerate any abuse of vulnerable persons by its staff, partners or associates and will take swift action any allegations, reports or suspicions of abuse.

CRAWN recognizes the following forms of abuse, though the list is not exhaustive.

- Physical Abuse
- Sexual Abuse
- Psychological or Emotional Abuse
- Financial or Material Abuse
- Discrimination

## 7. ROLES AND RESPONSIBILITIES

### **CRAWN Trust will:**

- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy;
- Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with CRAWN Trust. This includes the way in which information about individuals in our programmes is gathered and communicated;
- Implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel;
- Ensure staff receive training on safeguarding at a level commensurate with their role in the organization; and
- Follow up on reports of safeguarding concerns promptly and according to due process.

### **Staff responsibilities**

- All of CRAWN Trust staff and associates shall read, understand and comply with this policy and are required to commit to respecting, promoting, upholding and protecting vulnerable persons
- All CRAWN Trust staff shall treat any allegations or concerns regarding the abuse of a vulnerable person seriously

### **Manager responsibilities**

- All managers are responsible for ensuring that staff and associates have access to and are aware of this policy and are supported to implement and work in accordance with it.

### **Child safeguarding**

CRAWN Trust staff and associated personnel must not:

- Engage in sexual activity with anyone under the age of 18
- Sexually abuse or exploit children
- Subject a child to physical, emotional or psychological abuse, or neglect
- Engage in any commercially exploitative activities with children including child labour or trafficking

### **Adult safeguarding**

CRAWN Trust staff and associated personnel must not:

- Sexually abuse or exploit at risk adults
- Subject an at risk adult to physical, emotional or psychological abuse, or neglect

### **Protection from sexual exploitation and abuse**

CRAWN Trust staff and associated personnel must not:

- Exchange money, employment, goods or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries of assistance
- Engage in any sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics

Additionally, CRAWN Trust staff and associated personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy
- Report any concerns or suspicions regarding safeguarding violations by an CRAWN Trust staff member or associated personnel to the appropriate staff member