

SAFEGUARDING POLICY AND PROCEDURE

FOR

WOMEN'S BOARD

DATED

14TH DAY OF JUNE, 2022

WOMEN'S BOARD SAFEGUARDING POLICY AND PROCEDURE

1. INTRODUCTION

About Women's Board

Women's Board is an autonomous division of Educational Cooperation Society. The Educational Cooperation Society is a not-for-profit, non-governmental organization working since 1972 for the development of all Nigerians.

The division of the Women's Board is responsible for women of any background, ethnic group or religion and committed to the promotion of women under a Governing Board created for this purpose. The Women's Board runs the following type of projects:

- **Hospitality and vocational schools:** provide formal education and professional training in Hospitality and tourism to young women from any background all over the country who are interested in pursuing a career in hospitality and home management
- **Clubs and study centers:** provide personalized all round developmental activities and formation to young girls in their formative years. It seeks to complement the academic, moral and character formation which the young girls receive at home and in school, through educational and personality development programs, clubs (where cookery, etiquette, arts & crafts classes are taught) for schoolgirls, seminars, rural development projects, etc. The direct beneficiaries are young girls in senior primary and secondary school with ages generally spanning from 9 years – 16 years. The activities organized in the centers are co-curricular and extra-curricular, and are designed to reinforce the formation given in school and at home.
- **Leadership programs:** provide leadership development programs for young women especially female undergraduates and secondary school girls, through programs aimed to instill leadership qualities in the young girls. The leadership programs are designed to teach the participants to be change agents, instilling leadership qualities and professionalism at work and providing entrepreneurship skills. They also teach social responsibility

through community development projects and other volunteer work experience.

Women's Board, through its various projects, provides educational, formational and cultural support to children, young girls and women from ages 9 years and above across all its projects. Accordingly, Women's Board acknowledges the duty to ensure the safety and welfare of the young girls and women who are beneficiaries of its projects, and is committed to providing a safe environment conducive for education and learning and protecting its beneficiaries, staff and volunteers from all kinds of harm and abuse, by ensuring safeguarding practices that are in keeping with national and international laws on the protection and welfare of children, women and vulnerable adults and global best practices on safeguarding.

The following are the projects of Women's Board to which this policy applies.

Lagos State.

1. Wavecrest Study Centre
2. Wavecrest College of Hospitality
3. Afara Leadership Centre

Oyo State

4. Orisun School of Hospitality
5. Imoran Centre of Social and Professional Development

Ogun State

6. Iroto Rural Development Centre
7. Iroto School of Hotel and Catering

Enugu State

8. Uzommiri Study Centre
9. Lantana College of Hospitality

Edo State

10. Tiebe Cultural Centre

In running its various projects, Women's Board employs a small staff team and dedicated Project Coordinators, but makes use of volunteers and interns in coordinating the project activities.

The volunteers who support in coordinating the activities are female university students, young female graduates doing the national youth service program, and young professional females between the ages of 17 years – 30 years. The volunteers

work closely with the coordinators, who are often adult females with clearer understanding of the project goals, and undergo periodic training in mentoring and project management.

Purpose

The purpose of this policy is to:

- i. Protect the children, young girls and women from all forms of abuse.
- ii. Create a safe environment, where the children, young girls and women are respected, protected, empowered, and participate in their own protection.
- iii. Create a safe environment where all staff and volunteers are protected, and ensure that they are skilled, confident, competent, and well supported in meeting their protection responsibilities.
- iv. Provide members of staff, parents and volunteers with the principles that guide our approach to safeguarding and child protection.

Scope

This policy applies to

- i. All the beneficiaries (children, young girls and women), students, and interns of the Women's Board projects.
- ii. All staff and board members of Women's Board.
- iii. All the coordinators, volunteers, facilitators and ground staff of all the projects of Women's Board.
- iv. All parents, visitors and relatives as well as anyone working for, with or on behalf of Women's Board or any of its projects.
- v. Any members of the wider community with whom Women's Board comes into contact.

Overview

This document aims to provide a comprehensive safeguarding policy and procedure that will guide safeguarding practices of the Women's Board and all its projects. It contains a brief description of the various projects and activities of the Board; the scope and purpose of this policy document are also set out in brief. It also includes some definitions of relevant terms, as well as Women's Board's policy statement in relation to safeguarding. In addition, a brief explanation of the various kinds of risks that beneficiaries and staff of the Women's Board projects may be exposed to, means for preventing any harm and abuse as well as procedure for reporting and responding to any harm or abuse that may occur, have all been set out in detail.

2. POLICY STATEMENT

Women's Board believes that all persons regardless of age, gender, ethnicity, religious beliefs, disability, socio-economic background etc. have a right to protection from all forms of harm, abuse and exploitation.

Women's Board also recognizes its duty to ensure the safety and protection of the children and women, staff, volunteers and employees under its care, in accordance with the laws on the protection and welfare of children, women and vulnerable adults.

In furtherance of this recognition, Women's Board commits to ensuring safeguarding practices in all its projects through the three pillars of prevention, reporting and response.

3. LEGISLATION AND STATUTORY GUIDANCE

In line with its objectives, Women's Board ensures compliance with the provisions of the below stated national and international laws, in the discharge of its safeguarding duties.

- United Nations Convention on the Rights of the Child
- United Nations Convention on the Elimination of All Forms of Discrimination Against Women
- The Constitution of the Federal Republic of Nigeria
- Child Rights Act
- Protection Against Domestic Violence Law
- Violence Against Persons Prohibition Act
- Discrimination Against Persons with Disabilities Act
- Administration of Criminal Justice Act

4. DEFINITIONS

Affiliate organizations: Any organization that partners or is affiliated in any way with any of the projects of Women's Board.

Beneficiary: Someone who directly receives goods and services from any of the projects.

Child: A person who is under 18years.

Coordinator: A person who is responsible for organizing the activities of the project.

Director: A person who is responsible for the activities of the projects.

Emotional abuse: Any nonphysical behavior which belittles another, and makes them feel threatened, inferior or ashamed and may include verbal threats, withholding, intimidation, insults etc.

Ground staff: A person employed by any of the Women's Board educational projects to maintain the grounds, gardens, general and playing areas, infrastructure or equipment.

Harm: Psychological, physical and any other infringement of an individual's rights.

Interning organizations: Any organization that admits any of the students or beneficiaries of the Women's Board projects to its internship program.

Interns: A student or trainee, who is working at any of the Women's Board projects, with or without pay, in order to gain work experience or satisfy requirement for a qualification.

Parent: Someone who is the parent (biological or otherwise) of the girls, students, interns or volunteers.

Physical abuse: An actual or threatened act of physical violence or neglect on a person.

Projects: Any of the projects of Women's Board listed in section 1 above.

Relative: Someone who is related to the girls, students, interns or volunteers by blood, marriage or otherwise, and may include siblings, cousins, uncles, aunties etc.

Safeguarding Focal Point: A person who is responsible for ensuring the safeguarding of the beneficiaries, staff, volunteers, vulnerable adults etc., under this Safeguarding policy and procedure document.

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

Sexual abuse: The actual or threatened physical intrusion or harm of a sexual nature, whether by force or under unequal or coercive conditions.

Sexual exploitation: Any actual or attempted abuse of position of vulnerability, differential power or trust for sexual purposes.

Staff: Someone who is in the employment of Women's board or any of its projects.

Student: Someone who is studying at any of the Women's Board educational projects.

Supplier (SUP): A person or organization that provides a product or service to any of the Women's Board educational projects.

Visitor: Someone who pays social call to any of the girls, students, interns or volunteers, at any of the projects, and may include, parents, relatives, friends, etc.

Volunteer: Someone who freely and without pay, takes part in conducting the activities of the project of Women's Board.

Vulnerable adult: A person who is or may be in need of care by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

Woman: An adult female aged 18 or above.

5. RISK ASSESSMENT

Women's Board has identified the following risks areas which could occur in relation to its projects:

- a) **Emotional.** It has been observed that there is a risk associated with the prevalent culture of using strong words to communicate. If these words are used, this can be considered as verbal abuse, especially when these words are harsh, insulting and or hurtful, cause distress or loss of self-esteem then this could be considered emotional abuse.
- b) **Physical.** Risks associated with correctional measures have been identified. If measures such as slapping or hitting with an object or threats of same are employed as a means of correcting delinquent behavior, then it could amount to physical abuse.
- c) **Sexual.** There exists the risk of students, interns, volunteers or beneficiaries being sexually abused or subjected to sexual exploitation at home, during their internship programs with interning organizations, by staff, while being transported from external work activities, while engaging in online activities etc.

Some of the risks and potential risks identified in the projects are:

Hospitality and vocational schools:

- i. Risk of abuse by instructors towards girls / young women.
- ii. Risk of abuse of girls / young women by colleagues or members of the public during internships and vocational work placements, or risks associated with traveling to and from these work placements.
- iii. Risks associated with verbally insulting language amongst the girls/young women which could cause emotional distress (bullying).

Clubs and Study centers:

- i. Risks associated with student volunteers potentially abusing members of the public.
- ii. Risks associated with student volunteers inappropriately sharing confidential and stigmatizing information about the people in the community they are working with (e.g. talking about conditions of poverty which may embarrass or shame community members).
- iii. Risks associated with student volunteers witnessing or hearing about abuse or harm within the community and their need for psychological support, as well as knowing how to respond and refer these experiences or disclosures.
- iv. Risk associated with the girls not being properly supervised, which exposes them to the risk of being abused by employees, suppliers, contractors, ground

staff and other external persons e.g. during an outing or other activity that involves external adults

Leadership program:

- i. Risks associated with mentors giving beneficiaries inappropriate advice which may put them at risk.
- ii. Risks associated with mentors witnessing or hearing about girls and young women or other people being abused and not knowing how to respond to and refer these disclosures.

Other types of risks across all projects:

- i. Risks associated with sleepovers.
- ii. Risks associated with girls attending further education without a financial plan in place and being at risk of exploitation.
- iii. Risks associated with witnessing abuse in the wider community and not knowing how to respond and refer these disclosures to appropriate professional organizations.

6. ROLES AND RESPONSIBILITIES

Considering that Women's Board has about 100 members on its team comprising of staff and volunteers. And having regard to the fact that the projects to which this policy applies are 10 in total and are located across 5 states in Nigeria, there will be Safeguarding Focal Points established on the National level and the Project level.

At the National level, there will be two Safeguarding Focal Points and at the Project level, there will be one Safeguarding Focal Point for each of the projects.

One of the National Safeguarding Focal Points will be appointed from the clubs and leadership projects, and the other from the hospitality projects. And they will each be responsible for incidents emanating from their respective category of projects.

a) The National Safeguarding Focal Points are

i. Belinda Nwosu:

Position. Faculty: Lagos Business School

Address: 75 Adisa Bashua Road Surulere, Lagos

Phone no. 08073063215

ii. Maryann Ideh

Position: Director, Tiebe Cultural Centre

Address: 6A, Ekosodin Road, Benin City

Phone no. 08128988625.

- b) The Project Safeguarding Focal Points are the directors of each project. See annex B for their names and contact details.

Notwithstanding the above, the ultimate responsibility for safeguarding belongs to the CEO of the Women's Board.

Roles and Responsibilities

Together, the 2 National Safeguarding Focal Points shall work in a collaborative effort with the Project Safeguarding Focal Points to resolve any safeguarding issues that is reported to them. They will have the following responsibility:

- a) Resolve all cases of harm and abuse reported within any of the projects
- b) Coordinate a response system to safeguarding issues
- c) Ensure regular training of staff and volunteers on safeguarding practices
- d) Ensure that the beneficiaries of the projects, parents and visitors understand the safeguarding practices and processes in place and abide by them
- e) Provide support and advice on harm and abuse to the children, women and vulnerable adults that are the beneficiaries of the projects
- f) Ensure regular audit and review of the Safeguarding policy
- g) Contact relevant agencies on child and women protection if the need arises

See section 8 which deals the procedure for responding to harm and abuse in more details

7. PREVENTION

Women's Board commits to ensuring the safety of its beneficiaries, staff and volunteers from harm and abuse by putting measures in place that will prevent the occurrence of any form of harm and abuse, which include:

Risk Assessment and mitigation activities

A risk assessment exercise will be conducted at the commencement of any project and periodically throughout the duration of the project to identify existing and potential risks and set out steps to mitigate the risks. This will be done by the Project Safeguarding Focal Point together with a team of project coordinators and reviewed by the National Safeguarding Focal Points.

Recruitment

Women's Board in ensuring the safety of its beneficiaries, staff, volunteers and other vulnerable adults adopts a thorough recruitment process that ensures that only suitable persons are recruited. This is done by ensuring that:

- a) All staff submit a character reference as a condition for employment.
- b) All Volunteers submit a character reference as a condition for volunteering.
- c) The Character references will be from reputable individuals who have had a minimum of 3 years' relationship with any project director or project coordinator, or who has participated directly with the project activities for a minimum of 4 years.
- d) Every newly recruited staff or volunteer will receive a training on the Safeguarding policy and procedure.
- e) Every job and role adverts to make reference to Women's Board's safeguarding procedures.
- f) Interviews to include questions on safeguarding.
- g) All contracts, job descriptions and volunteer role descriptions to include a commitment to safeguarding.
- h) All staff and volunteers must read, understand, agree to and sign the safeguarding policy.
- i) Existing staff will periodically receive training on Safeguarding practices.

Code of conduct

All volunteers and staff of the projects are expected to demonstrate exemplary behavior when working with the children and women to safeguard the beneficiaries, themselves, and the projects. This also extends to the beneficiaries in relating to each other as well as the staff, volunteers, interns and employees of Women's Board or any of its projects.

Therefore, in order to mitigate the risk of abuse in the projects, the following code of conduct shall be observed.

If any person breaks any of the code of conduct specified below, they will be subject to disciplinary measures, and in extreme cases, where there is a commission of a crime or breaking of the law, they will be reported to the appropriate law enforcement authority.

Interning/affiliated organizations must accept the responsibility for ensuring the safeguarding of the interns while working with them by signing a memorandum of understanding to this effect.

Categories	Code of Conduct
Everyone Primary school girls (PSG)/ girls between ages 7 to 11	<ul style="list-style-type: none"> • All forms of harm or abuse towards another person are prohibited. • Should always be supervised by an appointed adult, who could be a staff member or a volunteer. • Not left to wander to lonely or secluded areas of the project facility unaccompanied, and without reason • No fighting, hitting, bullying, name-calling or any intimidating behavior towards persons is allowed • Forming of gangs, secret groups or factions are prohibited • Any form of sexual behavior or comment to any of the girls, students, interns, volunteers, staff or employee is prohibited • Report any form of harm or abuse to the director
Secondary school girls (SSG)/ girls between ages 11 to 18	<ul style="list-style-type: none"> • Should always be supervised by an appointed adult, who could be a staff member or a volunteer. • Not left to wander to lonely or secluded areas of the project facility unaccompanied, and without reason • No fighting, hitting, bullying, name-calling or any intimidating behavior towards persons is allowed • Forming of gangs, secret groups or factions are prohibited • Any form of sexual behavior or comment to any of the girls, students, interns, volunteers, staff or employee is prohibited • Report any form of harm or abuse to the director
Volunteer	<ul style="list-style-type: none"> • No fighting, hitting, bullying, name-calling or any intimidating behavior towards persons is allowed • No corporal punishment allowed • Forming of gangs, secret groups or factions are prohibited • Private conversations, such as mentoring sessions, between an adult and a child, should always be conducted in a room with the door ajar, a glass door, or in an open space • Any form of sexual behavior or comment to any of the girls, students, interns, volunteers, staff or employee is prohibited • Report any form of harm or abuse to the director
Students (STU)	<ul style="list-style-type: none"> • No fighting, bullying, name-calling or any intimidating behavior towards persons is allowed • Any form of sexual behavior or comment to any of the girls, students, interns, volunteers, staff or employee is prohibited • Report any form of harm or abuse to the director

- Employees
- Report any form of harm or abuse to the director
 - No fighting, bullying, name-calling or any intimidating behavior towards persons is allowed
 - Private conversations, such as mentoring sessions, between an adult and a child, should always be conducted in a room with the door ajar, a glass door, or in an open space
 - Any form of sexual behavior or comment to any of the girls, students, interns, volunteers, staff or employee is prohibited
- Interns (EI)
- No fighting, bullying, name-calling or any intimidating behavior towards persons is allowed
 - Proactively avoid being exposed to risks by: keeping doors open while servicing guest rooms, not accepting lifts from male colleagues, managers or guests when going home, using safe means of transportation to and from work, keeping the school informed of any uncomfortable situations that may arise in the workplace, etc.
 - Any form of sexual behavior with guests, supervisors and managers at place of internship is prohibited
 - Report any form of harm or abuse to the director
- Ground staff (GS)
- Do not abuse children or adults in any way
 - Report any form of harm or abuse to the director
 - No fighting, bullying, name-calling or any intimidating behavior towards persons is allowed
 - Any form of sexual behavior or comment to any of the girls, students, interns, volunteers, staff or employee is prohibited
 - Do not engage in conversations with the school girls, students, employees or interns who are unaccompanied by an appointed adult.
 - Conduct any official business within the living quarters of the projects accompanied by a volunteer.
- Visitors, friends or relatives (VFR)
- Do not abuse children or adults in any way
 - All minors should be accompanied by an adult
 - All visits should take place in designated visiting areas.
 - No fighting, bullying, name-calling or any intimidating behavior towards persons is allowed
 - Any form of sexual behavior or comment to any of the girls, students, interns, volunteers, staff or employee is prohibited
 - Report any form of harm or abuse to the director
- Suppliers (SUP)
- Do not abuse children or adults in any way

- Do not engage in conversations with the school girls, students, employees or interns who are unaccompanied by a volunteer.
- Conduct official business at all times in the projects accompanied by a volunteer, or a person assigned by a volunteer.
- No fighting, bullying, name-calling or any intimidating behavior towards persons is allowed
- Any form of sexual behavior or comment to any of the girls, students, interns, volunteers, staff or employee is prohibited
- Report any form of harm or abuse to the director
- Interning organizations are responsible for ensuring that interns are in a work environment free from abuse, and that there are mechanisms in place to ensure that the risk of abuse is minimized.

In addition to the above mentioned, the following also constitute Code of Conduct applicable to Women's Board and her projects to which this Policy applies:

1. Be prudent and respectful in dealing with minors;
2. Provide them with positive role models;
3. Inform those responsible of any potentially dangerous behaviour they perceive; while respecting the child's confidentiality;
4. Inform the parents or guardians of the activities they intend to carry out and their planned method;
5. Use due care in communicating with minors, including on telephone and on social networks;
6. Avoid any inappropriate or unnecessary physical or verbal contact that may lend itself to ambiguity (caresses, unjustified or imprudent kisses or hugs)

It is strictly forbidden for employees, staff, volunteers, interns and beneficiaries of Women's Board and any of her project:

7. To inflict corporal punishment of any kind;
8. To establish a preferential relationship with one of the persons who is protected by these rules;

9. To leave any such person in a potentially dangerous situation to their physical or mental safety;
10. To address the minors or vulnerable persons in an offensive manner;
11. To engage in or participate in inappropriate or sexually suggestive behaviour;
12. To discriminate against any of the persons or a group of them protected by these rules;
13. To ask one of the minors or vulnerable persons to keep a secret;
14. To give directly to one of the persons protected by these rules gifts that discriminate against the rest of the group;
15. To transport one of the minors or vulnerable persons in a vehicle without anyone else's company;
16. To photograph or film any of the persons protected by these rules without the written consent of their parents or guardians, when required;
17. To publish or disseminate, through the internet or social networks, images in which any of the persons protected by these rules are recognized without the consent of parents or guardians, when required.
18. To contact any of these people, including by telephone or on social networks, without the consent of parents or guardians, when required.
19. Any inappropriate behaviour or harassment that may occur between any of the persons protected by these rules, even if it does not present particularly serious characteristics, must be dealt with promptly, with delicacy and in a balanced and prudent manner. The parents or guardians concerned must be immediately informed of any such incidents.
20. The written consent of parents or guardians is indispensable for the participation of minors or other vulnerable persons in activities of the projects of women's board. The parents or guardians must receive information about the proposed activity, as well as the names and contact details of those in charge. The permissions that contain confidential data are to be stored with due discretion.

Awareness raising and training of personnel

Women's Board will ensure that all members of staff and volunteers access and receive regular training to equip them with skills and knowledge to:

- a) Be competent and confident in carrying out their responsibilities of safeguarding and promoting children's welfare.
- b) Improve their knowledge of the safeguarding policy and procedures.

In addition, all staff and volunteers will be given a copy of this policy and will be required to read and sign it.

Communications

The Safeguarding Focal points will in the discharge of their duties:

- Maintain confidentiality and ensure that information regarding the safeguarding process is secure at all times.
- Ask consent from beneficiaries before using their names in any communications materials.
- Refrain from sharing any personal or intimate details about any beneficiaries in communications materials.
- Ensure that the dignity of beneficiaries is also maintained when sharing images or information about them in any communications materials

8. IDENTIFYING HARM AND ABUSE / PROCEDURE FOR RESPONDING TO HARM AND ABUSE

A) Identifying harm and abuse

In identifying harm and abuse, the following are signs and symptoms which may show that a person is being abused or harmed:

- | | |
|------------------|---|
| Verbal/Emotional | <ul style="list-style-type: none">• An air of silence when a particular person is present• Withdrawal or change in the psychological state of the person• Insomnia• Low self-esteem• Uncooperative and aggressive behavior• A change of appetite, weight loss/gain• Signs of distress: tearfulness, anger |
| Physical | <ul style="list-style-type: none">• No explanation for injuries or inconsistency with the account of what happened• Injuries are inconsistent with the person's lifestyle |

- Bruising, cuts, welts, burns and/or marks on the body or loss of hair in clumps
- Frequent injuries
- Unexplained falls
- Subdued or changed behavior in the presence of a particular person
- Signs of malnutrition
- Failure to seek medical treatment

Sexual

- Reluctance to be alone with a particular person
- Poor concentration, withdrawal, sleep disturbance
- Excessive fear/apprehension of, or withdrawal from, relationships
- Significant changes in sexual behavior or attitude
- Bruising, bleeding, pain or discomfort in genital area
- Pregnancy
- Poor concentration, withdrawal, sleep disturbance

B) Procedure for responding to harm and abuse

Once abuse or harm has been suspected or reported, the below stated is the procedure for responding to the abuse or harm.

Where abuse or harm is reported by the victim

Where any beneficiary, staff, volunteer, or vulnerable adult reports to a volunteer or staff member about possible abuse, such volunteer or staff member is expected to take the following steps:

- a) Listen carefully and stay calm.
- b) Be empathetic and neutral
- c) Get details of the facts – why, where, who, when, how etc.
- d) Do not interview the person, but question normally (using only open questions) and without pressure, to be sure that they understand what they are saying
E.g. What happened next?
- e) Do not put words into the person's mouth and do not use leading questions.
- f) Reassure the person that by telling you, he/she has done the right thing.
- g) Inform the person that you must pass the information on to the Project Safeguarding Focal Point to ensure that he/she is taken care of.
- h) Note the main points carefully.
- i) Fill an incident reporting form – see Annex A.

- j) Open a case file detailing the date, time, place, what the person said, did, and the questions you asked, etc.
- k) Report the matter immediately to the Project Safeguarding Focal Point.
- l) Maintain confidentiality at all times

For each case, the staff receiving the report should not investigate concerns or allegations themselves, but should report them immediately to the Project Safeguarding Focal Point, who will then proceed with the investigations and report findings to the National Safeguarding Focal Point responsible for dealing with safeguarding issues relating to the particular project.

Where abuse or harm is suspected

- a) Where abuse or harm has been suspected, the following procedure will be followed:
 - a) Any suspicion of abuse or harm should be reported immediately to the Project Safeguarding Focal Point.
 - b) Once a report has been made, the Project Safeguarding Focal Point will proceed to investigate the report.

Investigation by the Project Safeguarding Focal Point

In carrying out the investigation, the Project Safeguarding Focal Point will follow the procedure below:

- a) Speak with the victim, and all concerned persons, to obtain information of the alleged abuse.
- b) Where necessary, a physical examination may be conducted by medical personnel of the same sex in the presence of a third party, also of the same sex.
- c) Provide emotional and social support for the victim, and if necessary, medical support.
- d) Keep all information and communications confidential.
- e) Ensure that all records relating to the investigation are kept in a secure place.
- f) Report the incident to the National Safeguarding Focal Point.
- g) Transmit the file and all information relating to the incident in a secure and confidential manner to the National Safeguarding Focal Point.

Investigation by the National Safeguarding Focal Point

- a) Once a report has been made, the National Safeguarding Focal Point will conduct further investigation and in doing so follow the procedure below:

- b) Speak with the victim, the alleged perpetrator, witnesses, if any, and all concerned persons, to obtain additional information of the alleged abuse.
- c) Be empathetic.
- d) Speak with the victim's family.
- e) Provide emotional, medical and social support to the victim.
- f) Maintain confidentiality.
- g) Make an assessment based on the findings of the investigation as to whether there has been a breach of the safeguarding policy.
- h) Where there has been a breach of the safeguarding policy, the National Safeguarding Focal Point will determine if a crime has been committed.
- i) If a crime has been committed and if safe to do so, report the crime to the relevant law enforcement authority. If not safe to do so, then seek advice from relevant external agency.
- j) Follow the advice of the law enforcement authority or the external agency, as the case may be.
- k) If the breach does not constitute a crime but a breach of the code of conduct, then take appropriate disciplinary action against the person.
- l) Take any other appropriate action e.g. risk assessment, recommendations for updating the safeguarding policy etc.
- m) Conclude case and close the case file
- n) Ensure that all information and records relating to the investigation are kept in a secure place.

Where there has been no breach of the safeguarding policy, the National Safeguarding Focal Point will

- o) Assess if there are related risks involved to other individuals or to the organization.
- p) Take any appropriate action e.g. risk assessment, recommendations for updating the safeguarding policy etc.
- q) Conclude case and close the case file
- r) Ensure that all information and records relating to the investigation are kept in a secure place.

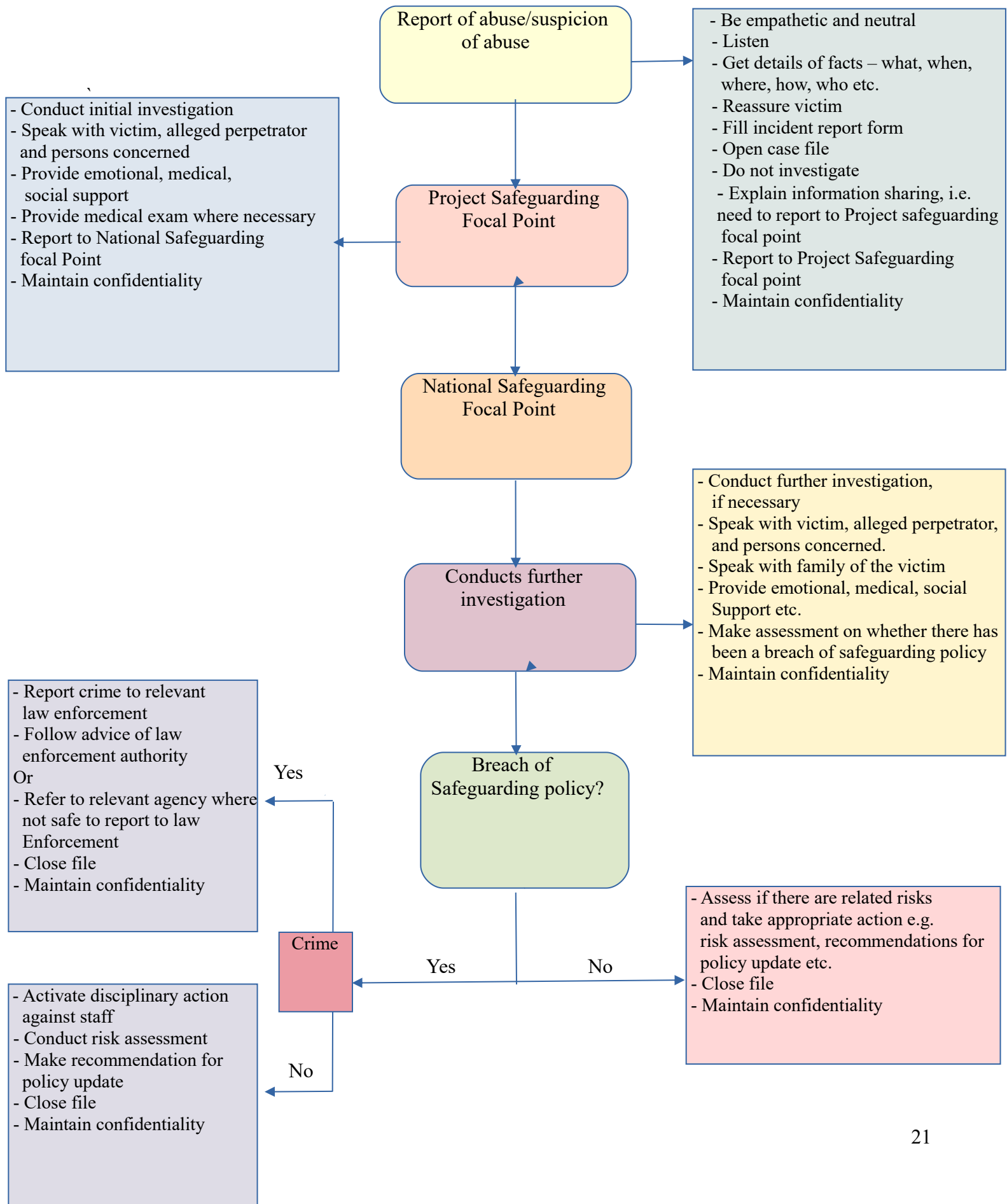
Where the Project Safeguarding Focal Point is involved in the allegation

- a) The incident will be reported directly to the National Safeguarding Focal Point responsible for the particular project

- b) The National Safeguarding Focal Point will then investigate the matter, following the procedure specified above.

Where one of the National Safeguarding Focal Point is involved in the allegation

- a) The incident will be reported directly to the second the National Safeguarding Focal Point
- b) The second National Safeguarding Focal Point will then investigate the matter, following the procedure specified above.



9. CONFIDENTIALITY

All information relating to safeguarding is confidential and will be treated accordingly. Confidentiality should be maintained at all stages of the safeguarding process. Information relating to individual cases should only be passed on to appropriate persons (Safeguarding officers, parents and care givers) on a need-to-know basis

10. MONITORING AND REVIEW

This policy will be reviewed every three years, or in the following circumstances:

- i. Changes in legislation and/or government guidance;
- ii. As a result of any other significant change or event.

This policy has been approved by the CEO of the Women's Board

EDNA DAFE (MRS)
PROJECT DIRECTOR
Name and title



14/6/2022

Authorized signature and date

I hereby agree to abide by this policy:

Name:

Position:

Date:

Signature

Annex A.

INCIDENT REPORTING FORM

This form will be used by members of staff or volunteers to record disclosures or suspicions of abuse. The completed form should be sent to the Safeguarding Focal Point dealing with the allegations.

Your name	Your position
Place of work	Contact phone number
The child /vulnerable adult's details (tick as appropriate)	
Name	
Address/phone number	
Date of birth	
Other relevant details about the child/vulnerable adult: <i>E.g. family circumstances, physical and mental health, any communication difficulties.</i>	
Parent/guardian/care giver's details	
Details of the allegations/suspicions	
Are you recording: Disclosure made directly to you by the child? Disclosure or suspicions from a third party? Your suspicions or concerns?	
Date and time of disclosure	
Date and time of incident	
Details of the allegation/suspicions. <i>State exactly what you were told/observed and what was said. Use the person's own words as much as possible</i>	
Action taken so far:	
Signed	Date

Annex B.

NAMES AND CONTACT DETAILS OF THE PROJECT SAFEGUARDING FOCAL POINTS

PROJECTS	ADDRESS	NAME	PHONE NO	EMAIL
Afara Leadership Centre	25 Thorborn Avenue, Yaba, Lagos	Adepeju Olowa	07032927857	pejuololwa@gmail.com , afaraleadershipctr@gmail.com afaraleadershipcentre@gmail.com
Lantana College of Hospitality	Plot P/23H, along Federal Secretariat Road, Enugu	Amaka Okpalla	08037124873	oasm2003@yahoo.co.uk lantanacollege@yahoo.com
Imoran Social & Cultural Dev. Centre	Barth Road, University of Ibadan, Oyo State	Ogene Adoh	08136022928	ogadoh@gmail.com Imorancentre@yahoo.co.uk
Orisun School of Hospitality	Irepodun Street, Off Ighodalo Drive, Agbowo, Ibadan	Kosisochukwu Onubueze	07033107393	orisunsch@gmail.com , kossyrita@gmail.com
Iroto Rural Centre	Iloti Village, Ogun State	Ifechukwu Okoyeuzu	07030821111	tok2luz@yahoo.com
Iroto School of Hotel and Catering	Iloti Village, Ogun State	Ifechukwu Okoyeuzu	07030821111	tok2luz@yahoo.com , irotoschoolofhotelandcatering@gmail.com
Uzommiri Study Centre	11A, Igboeze Street, Off Rangers Avenue, Independence Layout, Enugu	Emilia Ivenso	08174406478	emiliaivenso@gmail.com , uzommiristudyctr@gmail.com
Wavecrest College of Hospitality	75 Adisa Bashua Street, Surulere, Lagos	Rosana Forsuelo (Provost)	08083964771	tanaforsuelo@gmail.com , info@wavecrest.edu.ng
Wavecrest Study Centre	75 Adisa Bashua Street, Surulere, Lagos	Vivian Isichei	07030614424	isichei.vivian@gmail.com ; wavecrestcentre2020@gmail.com
Student Hall		Ngozi Okolo	08093686220	dnokolo@gmail.com ; wavehall@yahoo.com
Tiebe Cultural Centre	6A, Ekosodin Road, Benin City	Ochuwa Idatsaba	08102578746	ochuwaidatsaba@gmail.com tiebecentre@gmail.com