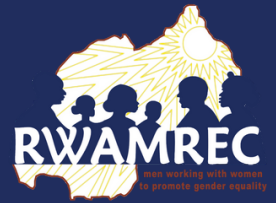


RWANDA MEN'S RESOURCE CENTER (RWAMREC)

Safeguarding Policy



RWANDA MEN'S RESOURCE CENTER (RWAMREC)

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Custodian	Executive Director
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A WORD FROM THE CHAIRMAN OF THE BOARD

Founded in October 2006, Rwanda Men's Resource Centre has sought to realize its vision of "a peaceful society where women and men share roles/responsibilities in raising families and governing society through equality and respect". In order to achieve this, RWAMREC has focussed specifically on engaging men in the struggle to promote gender equality, with specific interest in ending gender-based violence (GBV), engaging men in the promotion of gender-responsive development programs, and promoting positive masculine behaviours in Rwanda. Indeed, RWAMREC is unique in its strategy of positively engaging men as partners in the fight against GBV, and in its creation of role models for the promotion of positive masculine behaviours.

Initially, RWAMREC was comprised entirely of men, as it was believed that a male orientated approach was required in order to encourage men to be positive change agents in the struggle to achieve gender equality. However, as the organisation has developed, it has become increasingly evident that gender promotion and gender-based violence prevention work requires the input of both sexes in order to be truly effective. Indeed, objectives that focus on changing the gender perceptions and stereotypes that hinder positive gender relations in families and communities cannot be fully and effectively realized without the collaboration and participation of both men and women. Male and female employees contribute equally indispensable knowledge, understanding and experience to initiatives that seek to engage men in GBV prevention and the promotion of gender equality. Thus, increasing female membership and employment with RWAMREC is a priority. Only by working together can positive change be achieved in Rwanda.

RWAMREC is absolutely dedicated to advancing gender equality in Rwanda through development programs that are in line with country priorities and are in accordance with our vision and mission. In particular, RWAMREC is concerned with the promotion of gender sensitivity and equality among young people. The success of RWAMREC lies in building sustainable partnerships and alliances with other stakeholders nationwide, and we thank everybody for their support and collaboration.

Venant NZABONIMANA

Chairman



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Abbreviations

CLADHO: Collectif des Ligues et Associations de Defense des Droits de l'Homme

CNF: National Women's Council

EACSO: East Africa Civil Society Organizations Forum

EIGE: European Institute of Gender Equality

FFRP: RwandaForum for Women Parliamentarians

GBV: Gender Based Violence

GEF: Global Environment Facility

GMO: Gender Monitoring Office

HIV: Human Immunodeficiency Virus

ICRW: International Center for Research on Women

MIGEPROFE: Ministry of Gender and Family Promotion

M&E: Monitoring and Evaluation

NGP: National Gender Policy

NGOs: Non Governmental Organizations

PTCs: Parents and Teachers' Committees

RBC: Rwanda Biomedical Center

RWAMREC: Rwanda Men' Resource Center

UN: United Nations

UNDP: United Nations Development Program

VSL: Voluntary Savings and Loans

I. Introduction

Rwanda Men's Resource Centre (RWAMREC) envisages a peaceful society where women and men share roles and responsibilities of raising families and governing society in equality and respect of human rights. RWAMREC's distinctive and innovative mission focuses on mobilizing Rwandan men to support women's leadership; to contribute to the eradication of men's violence against women and to serve as role models for the promotion of positive masculine behaviors. Building alliances and partnerships with women's organizations to promote women's rights and interests is central.

RWAMREC has its head office in Kigali, Rwanda, with regional offices in Musanze district, Huye district, Muhanga district, and Bugesera district.

RWAMREC Objectives are:

- To establish a men's resource centre that strives to prevent GBV within Rwanda through MenEngage-focused Approaches.
- To promote men's attitudes and behaviours towards non-GBV and gender equality within Rwanda.
- To build synergy among men and women through networking and information sharing for effective GBV prevention.
- To facilitate dialogue among strategic actors for effective advocacy surrounding gender issues.
- To provide general and useful resources through research on masculinity and GBV

II. Policy Statement

RWAMREC believes that all people have a right to live their lives free from sexual

harassment, exploitation and abuse, and that no child should be subjected to abuse of any form. RWAMREC has zero tolerance against abuse and exploitation of vulnerable people, and is committed to carefully examine allegations, investigate, and take appropriate disciplinary action where needed; taking into consideration the rights and interests of the victim. RWAMREC also recognises that safeguarding is everyone's responsibility and that it has an obligation to put in place reasonable measures to ensure, as far as possible, the safety and wellbeing of vulnerable people with whom RWAMREC work and those in the communities where RWAMREC has interventions.

RWAMREC has a responsibility to ensure that staff, and RWAMREC programmes/projects do no harm to children and that they do not expose children to the risk of harm and abuse, and ensure that cases of abuse in communities where RWAMREC has interventions are reported to the appropriate authorities and dealt with accordingly.

III. Scope of the Safeguarding Policy



This policy applies to all RWAMREC employees whether on full-time contract or part-time employees. With or without a written contract. On a fixed or not fixed-term contract and all RWAMREC related personnel. Related personnel include board members, volunteers, interns, visitors and international and local consultants, contractors, beneficiaries and other persons that may come into contact with RWAMREC as a result of its work.

The policy shall apply to children, young persons (youths) or vulnerable adult as defined in this policy.

IV. Definitions



Abuse - a violation of an individual's human and civil rights by any other person or persons. 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, young person or vulnerable adult. Abuse can be a single act or repeated acts and can be unintentional or deliberate.

Child – A person under the age of 18 years¹, irrespective of the age of majority in the country in which the child lives or in their home country. It is widely recognized that children are generally more vulnerable to abuse and exploitation due to factors such as age, gender, social and economic status, developmental stage, and dependence on others.

Discriminatory abuse – abuse motivated by a vulnerable person's age, race, nationality, sex, gender identity, sexual orientation, disability, or other personal characteristic.

Financial or material abuse - including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Neglect - the persistent failure to meet a vulnerable person's basic physical and/or psychological needs, likely to result in the serious impairment of his/her health or development. Examples include failure to provide adequate food, clothing and shelter, failure to protect them from physical or psychological harm or danger; failure to ensure adequate supervision (including the use of inadequate care-givers); or failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a vulnerable person's basic emotional needs.

¹ Law N°71/2018 of 31/08/2018 relating to the protection of the child, Official Gazette no.37 bis of 10/09/2018.

Physical abuse – includes hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm, misuse of medication, restraint, or inappropriate sanctions.

Psychological abuse - includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks. Examples include not giving a vulnerable person opportunity to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on a vulnerable person, which may include interactions that are beyond a vulnerable person's developmental capability. It may involve serious bullying (including cyber bullying), or the exploitation or corruption of a vulnerable person.

Safeguarding- Protecting an individual from harm. Harm includes any form of bullying, harassment, exploitation and abuse or other act that causes injury or suffering.

Sexual abuse - involves forcing, enticing or coercing someone to take part in sexual activities, whether or not the vulnerable person is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving a vulnerable person in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse including online. Sexual abuse can be carried out by adults or other children.

Vulnerable adult - a person, 18 years and above in RWAMREC's line of work, 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 person/people – for the purposes of this policy this is an umbrella term which covers children, young people and vulnerable adults.

Young person - Any person under the age of 24.

V. Purpose of the Policy

The purposes of this policy are:

- To ensure that RWAMREC activities are implemented in a safe and protective environment where harm, exploitation and abuse are effectively prevented as far as reasonably possible, and responded to effectively.
- To ensure the fair and credible environment to staff, members and all program participants at the workplace and contribute to improved access equal rights to women, men and children's rights vis-a-vis to resources, opportunities and services for both women, men and children.

VI. Principles

Everyone has an equal right to protection from abuse and exploitation regardless of age, race, sex, sexual orientation, gender identity, partnership status, child status, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.

The best interests of the child, young persons and vulnerable person are paramount and shall always be considered in RWAMREC's decision making.

VII. Safeguarding Commitments

All RWAMREC staff and related personnel commits:

- To make every effort to promote, create and maintain a safe organizational culture for all people who work with and for RWAMREC, including RWAMREC partners and the communities where RWAMREC works.
- To ensure that all allegations of sexual harassment, exploitation and abuse, and child abuse by RWAMREC Employees and Related Personnel are thoroughly examined, risk-assessed, and investigated and/or referred to another agency for investigation or reported to law enforcement.
- To create an environment where it is safe to address sexual harassment, exploitation and abuse, and child abuse
- To take swift and appropriate action with any Employee or Related Personnel who breach this policy by perpetrating sexual harassment, exploitation and abuse, and child abuse. This may include administrative or disciplinary action, legal action, and/or referral to the relevant authorities for appropriate action, including criminal prosecution. All actions will be informed by a victim-centered approach and an assessment of feasibility and risk to all those involved.
- To do everything possible to protect children and young people from injury, discrimination, abuse, violation, all forms of physical and psychological violence, sexual abuse or exploitation.
- To treat every child, young person and vulnerable person with respect and dignity irrespective of their skin color; gender- disabilities; language; religion; political or other views; national, ethnic or social origin; property; civil or other status.
- To respect the views and concerns of vulnerable persons, children and young persons, and give them space to express their views in situations that affect them in ways appropriate to their vulnerability, age and maturity.
- To protect vulnerable persons, children and young people from situations that they cannot understand, are not sufficiently capable or mature to deal with and to which they cannot give their consent.

- To act respectfully in relationships with vulnerable people and young people by avoiding talking to or touching them in ways that are and/or may be perceived as inappropriate or offensive, or making suggestions that may be perceived in the same way.
- Not to initiate relationships with vulnerable persons, children or young people that may in some way be seen as exploitation or molestation
- Never to act with the intention of making vulnerable people and young people feel guilty, degraded, devalued or shamed, or otherwise expose a vulnerable person or child to emotional abuse.
- To treat vulnerable people and young people fairly and never to discriminate or favor particular vulnerable persons or children to the detriment of others.
- To never to overlook or participate in behavior by vulnerable people or young people that is illegal or dangerous
- To never initiate or engage in a relationship or sexual contact with vulnerable people, children or young people participating in the operations and initiatives of RWAMREC.
- To never record or show vulnerable people, children or young people pornographic images or sounds.
- To never advertise vulnerable people or children's pornographic images.
- To always take action where it is believed that a child, young person or vulnerable adult is at risk or is being harmed.
- To raise awareness about the safeguarding policy and ensure that employees and related personnel are inducted about RWAMREC Safeguarding policy as a key part of the recruitment process.
- To respect the confidentiality principle and to always protect sensitive personal data. To ensure that RWAMREC's use of social media does not negatively impact children, young people and vulnerable adults. RWAMREC shall always conduct risk assessment for media and ensure that consent for taking photos and recording videos is secured prior to posting social media content (see *Annex 3 and 4*). This is to ensure that the use of media does not in any way negatively impact on children and vulnerable adults.

- To provide support and assistance to complainants and to anyone who has experienced sexual harassment, exploitation and abuse, or child abuse by RWAMREC Employees and Related Personnel. This may include medical treatment, legal assistance and psycho-social support. RWAMREC support and assistance will be informed by a victim-centered approach, feasibility, and an assessment of risk to all those involved.

VIII. Responsibilities

8.1 The Safeguarding Officer

The Chairperson of the PPSEAH committee is the designated Head Safe-Guarding Officer at RWAMREC. Working together with PPSEAH Committee, The Head Safe-Guarding Officer have the following responsibilities:

- Receiving and registering reports of abuse of children, young people, Vulnerable Persons from RWAMREC staff, relevant personnel, beneficiaries and all relevant stakeholders.
- Collecting additional information where necessary
- Consulting with other services providers or actors with expert knowledge such as, lawyers, isange staff officials, MAJ officials, other likeminded NGOs such as Haguruka, etc.
- Recommending appropriate remedial action depending on the facts; including referral to RWAMREC Executive Director for sanctions, or to respective administrative or judicial institutions for sanctioning.

At the field level, RWAMREC shall designate Safe-Guarding Focal Persons at each district field office who shall receive all concerns and complaints from beneficiaries or participants in RWAMREC activities who might not be able to call the Chairperson. In such a case, concerns and complaints shall be addressed to the Head Safe-Guarding Officer for investigation.

8.2 All Staff

- All RWAMREC Employees and Related Personnel share an obligation to prevent, report and respond to sexual harassment, exploitation, abuse and child abuse.
- It is the responsibility of all RWAMREC Employees and Related Personnel to uphold RWAMREC's Safeguarding Policy and Safeguarding Code of Conduct.

8.3 Managers

- All Managers, Supervisors and Human Resource Managers must ensure that all RWAMREC Employees and Related Personnel understand and comply with RWAMREC's Safeguarding Policy and sign the Safeguarding Code of Conduct.
- Human Resource Managers are also responsible for robust safe recruitment² and induction.
- Managers and Supervisors are responsible for ensuring that staff have a thorough awareness and sensitization to this policy and the issues it raises.
- Managers must ensure that all staff with specialized duties towards this policy specifically the SEAH committee have the appropriate experience to deliver to the expectation of this policy.
- Managers must ensure that key information about the child safe guarding policy is displayed at RWAMREC offices where it is visible to all visitors. suppliers, consultants, contractors and other persons who enter into contractual agreements with RWAMREC must sign a safeguarding policy and must commit to comply with it's provision at all times during the execution of the contract/agreement.
- In recruiting the suppliers, contractors, consultants and other persons who enter into contractual agreement with RWAMREC, Managers or the recruitment team must ensure that suppliers, contractors, consultants and other persons who wish to enter into service contract with RWAMREC must have no previous record of child abuse, sexual harrassment, or any other behaviours that are contrary to RWAMREC's safe guarding commitments.
- Managers must ensure that adults, children and families with whom the organisation works are aware of the Safeguarding Policy and all relevant procedures, so that they know what behaviours they can expect from staff, relevant staff and visitors and to whom to report any concerns.

8.4 Members of the Board Are Responsible for:

- Ensuring that adequate measures are in place to assess and address safeguarding risks.
- Demanding adequate safeguarding policies and procedures, including relevant HR matters.
- Ensuring that that the policy and established procedures are implemented in practice and that performance is regularly reviewed to ensure they are update to reflect current context.
- Receive Safe-Guarding cases or complaints against the Executive Director or any member of the board at least within 3 days when such cases or complaints have been reported to the Head Safe-Guarding Officer.
- Recommending necessary actions to prevent safeguarding issues from occurring.
- Ensuring that serious incidents are reported to the appropriate authorities.

IX. Confidentiality

RWAMREC will ensure that personal information is kept confidential unless consent of the child's parent/guardian under the age of consent has been secured in accordance with Rwanda relevant laws. Similarly, confidentiality will always be upheld for young persons and vulnerable people unless revealing the information is in the best interest and upon securing their consent.

X. Reporting

Concerns and complaints within the scope of this policy shall be addressed to the designated officer verbally, or through a letter, a telephone, an email, or any other means as may be designated and communicated by RWAMREC. All concerns or complaints shall be addressed to the following address:

Mr. Venant NZABONIMANA
Head Safe-Guarding Officer
Rwanda Men's Resource Center (RWAMREC)
P.O Box 5768, Kigali, Rwanda
Kimironko, Kigali Parents Road-KG 15 Ave 6 (OR) KG 149 ST 1 Tel-Cellular:
Tel: +250 788 463 543
Email: confidential@rwamrec.rg and to chair@rwamrec.org

RWAMREC may put in place other different ways of reporting SEAH such as toll free, web-based reporting system and any other ways that can help people to report SEAH anonymously.

All cases and complaints reported in accordance with this policy shall be recorded in writing and shall be kept in hard copy and a file shall be kept in the Human Resources Office. Access shall only be by the Head Safe-Guarding Officer and The Executive Director.

Once a case of abuse has been identified, it is the duty of RWAMREC staff to inform the Head-Safe Guarding Officer about the case. The staff must not take responsibility of investigating the alleged case or to discuss it further other than with the Head Safe-Guarding Officer. Similarly, RWAMREC staff are strongly discouraged to refer cases to judicial or administrative officers unless authorized by the SEAH committee.

This policy recognizes that abuse arising within the community may not be due to RWAMREC's interventions or related to RWAMREC's work in such communities. However, RWAMREC shall not ignore such cases but shall take responsibility of addressing such cases through among others reporting them to likeminded organizations such as Haguruka and or relevant government institutions such as Maison d'Access a la Justice, Isange one stop center, among others, for action.

RWAMREC shall continuously develop and implement relevant protection and reporting procedure, in line with the size and complexity of RWAMRECs organisation, based on relevant risk assessment and in observation of national laws, as well as international standards and best practices.

XI. Procedure



RWAMREC has the responsibility of carrying out any investigations related to the alleged sexual exploitation, abuse and harassment. Upon receiving a report, RWAMREC shall open an investigation without delay.

RWAMREC shall do an immediate risk assessment to establish whether the victim is under ongoing threat of harm. If so, disciplinary action shall be taken by the Safe-Guarding Officer with support of the PPSEAH committee while criminal action shall be addressed to the Rwanda Investigation Bureau for criminal investigations.

The alleged offender shall be requested to provide a written explanation of the conduct or incident he/she is accused of. The alleged offender has three (3) days to respond to this inquiry. The alleged offender shall respond to the inquiry and keep the investigation strictly confidential, and shall not discuss the matter with any other persons, including the victim, complainant, and/or witness(es).

RWAMREC must complete its investigation within a period not exceeding Seven (7) working days.

The victim or complainant has the right to be heard and believed unless proved otherwise. Moreover, the victim or complainant has a right to be protected from any retaliatory action by the suspect or others for reporting the case even if the allegations are subsequently proven to be unfounded.

Similarly, any staff accused of sexual exploitation, abuse and harassment shall be presumed innocent until proven otherwise. Therefore, the rights of the accused shall be respected at all times including the right to due process such as the right to be informed of the allegations, the right to respond, and the right to participate in proceedings in a transparent and impartial manner.

All disciplinary proceedings shall be conducted in writing and relevant parties to the case shall always be reminded about the obligation to maintain confidentiality.

If the complaint is against or relates to the behavior of any member of the RWAMREC senior management, the complaint shall be filed with the SEAH committee, who shall then report the case to the Executive Director. If the case involves the Executive Director, the SEAH committee shall report the case to the Board of Directors.

Taking into account that some acts of sexual exploitation, abuse and harassment are disciplinary faults rising out of a potential criminal offense, the institution shall, in addition to any disciplinary actions that may be taken, report any criminal cases to the competent judicial institutions to undertake their own investigations and to take any relevant actions, as provided for by the law.

XII. Consequences



RWAMREC will follow up safeguarding reports and concerns according to policy and procedure. Where necessary, appropriate steps will be taken to protect the victim and to take action against the alleged perpetrator. This may include referrals to law enforcement and child protection agencies. In relation to allegations against RWAMREC Employees or Related Personne, action may also include the suspension or termination of engagement or any type of cooperation.

RWAMREC will apply appropriate disciplinary measures to staff found in breach of policy. The action will be determined on a case-by-case basis, ensuring that applicable employment conditions and legislation are observed and with regard for the privacy and confidentiality of those concerned while any internal investigation is carried out.

Sanctions/disciplinary actions shall include the following:

- Warning depending on the gravity of the case
- Suspension of the staff for maximum one month (unpaid)
- Suspension of the staff for between one month and two months
- Suspension of staff benefits and other duties such as trainings, travel missions, representation of the organization, and other functions as may be decided by the competent authorities.
- Criminal prosecution
- Termination of the contract in case of recidivism (three times)
- Termination of the contract in case of guilty condemnation by the competent authorities.

RWAMREC will offer support to victims caused by staff or associated personnel, regardless of whether a formal internal response is carried out. Decisions regarding support will be victim-centered.

XIII. Implementation



RWAMREC has a Sexual Exploitation, Abuse and Harassment Committee (SEAH Committee). The Head Safe-Guarding Officer who doubles as the chairperson of the PPSEAH Committee shall work with a five (5) PPSEAH Committee members to implement this policy.

The committee shall after receiving the training of trainers; advise, support, and train all RWAMREC Employees and Related Personnel on:

- What they should do in the event of a disclosure
- What to do if they have concerns about the welfare of a child
- How to recognize signs of abuse
- What to do if they have concerns about a RWAMREC Employee or Related Personnel
- Where to go for advice and support within the organization

Trainings shall be organized annually and discussions about the Safe-Guarding Policy shall be held at every organized staff retreat.

To strengthen collaboration in regard to Safeguarding, RWAMREC will conduct a mapping exercise with the intention of understanding key actors in the prevention and protection of the rights of children, the youth and vulnerable people. This will equip RWAMREC with the necessary information about whom to contact and for what type of service in supporting children, young people or vulnerable with cases of abuse.

Similarly, RWAMREC will integrate safeguarding risk assessments and mitigation strategies in its programmes implementation with the view of learning and improving safeguarding best practices. Moreover, RWAMREC shall incorporate safeguarding measures in its existing processes and systems such as strategic planning, budgeting, recruitment, programme cycle management, performance management, procurement, partnership agreements and management systems etc.).

XIV. Risk Prevention and Management



RWAMREC will adopt various ways to improve the culture of safety at the workplace and reduce the risk of harm to children, young people and vulnerable persons. Among others, RWAMREC will:

- Develop organizational culture where child safeguarding is considered as important to the organization and where safeguarding procedures are open, transparent and based on exemplary leadership.
- Ensure that roles and responsibilities that are clearly defined in this policy are understood and implemented accordingly and where necessary, adopt new roles and responsibilities that are specific to the context.
- Strengthen existing implementation, reporting and learning systems and/and ensure that risk assessment and quality assurance related to safeguarding and an integral part of that system.
- Strengthen capacity building initiatives to educate and inform staff and relevant personnel about their responsibilities and obligations to safeguard children, young people and vulnerable persons.

XV. Monitoring

- RWAMREC Senior Management Team (SMT) under the leadership of the Executive Director commits to monitoring the implementation of the safeguarding policy. This policy will be reviewed every after one year and shall always be reviewed as necessary due to particular cases or incidents.
- Implementation of this policy will be intergrated within the regular reporting to key management ffunctions, based on regular monitoring and reporting timeframes.
- RWAMREC will organise periodic meetings to create opportunities for reflective thinking and learning from practical case experience to strengthen RWAMREC development in this area.
- Policies and practices shall be reviewed at regular intervals and formally evaluated every three years.
- Monitoring shall also focus on the knowleedge of the safeguarding policy and effectiveness of performance in handling reported cases. This will be RWAMREC staff and related persons understand the policy and endeavour to comply with its provisions.

XV. Monitoring

Annex 1: RWAMREC Code of Conduct

As a RWAMREC Employee or Related Personnel, I will:

1. Create and maintain a safe and equitable organizational culture that prevents and opposes sexual harassment, exploitation and abuse, and child abuse.
2. Treat everyone with dignity and respect and challenge attitudes and behaviors that contravene RWAMREC's Safeguarding Policy and Safeguarding Code of Conduct.
3. Immediately report any concerns I have regarding possible violations of the Safeguarding Policy or Safeguarding Code of Conduct, whether by a RWAMREC Employee or by Related Personnel. I understand that failure to report any concerns may lead to disciplinary action. I will ensure I am aware of the options available to me to report and that when I report a concern or allegation, I will do so confidentially.
4. Share sensitive information I may be aware of that relates to concerns of sexual harassment, exploitation and abuse or child abuse, whether involving staff, program participants or others in the communities where RWAMREC works, through the reporting options available to me. I understand that for respect, dignity and safety of everyone involved, it is essential that I maintain confidentiality about any concerns or information I am aware of and only share information with staff of the appropriate function who need to know such information. I am aware that breach of this policy may put others at risk and will therefore result in disciplinary procedures.
5. Disclose to RWAMREC any civil judgment or criminal conviction that relates to allegations made against me of sexual harassment, exploitation or abuse of anyone.
6. Always make sure I have another adult present when working with children.
7. Taking pictures or videos is reserved for strictly professional use. Always ensure that for work-related purposes when I photograph or film a child, I:

- Comply with local traditions or restrictions for reproducing personal images,
- Obtain informed consent from the parent or guardian of the child, before photographing or filming a child, explaining how the photograph or film will be used.
- Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable, sexually suggestive, or submissive manner.
- Don't take a photo that can identify a child when the child has been victimized or in other ways are living in a vulnerable situation.
- Ensure images are honest representations of the context and the facts, and ensure file labels do not reveal identifying information about a child, for example, name and location.

As a RWAMREC Employee or Related personnel, I will not:

1. Sexually harass, exploit or abuse anyone and understand that these behaviors constitute acts of gross misconduct and are therefore grounds for disciplinary action, including dismissal.
2. Engage in any form of sexual activity or develop physical/sexual relationships with children (persons under the age of 18) regardless of the age of consent. I understand that ignorance or mistaken belief in the age of a child is not a defense.
3. Exchange money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior. I understand this means I must not buy sex from anyone at any time, or exchange assistance that is due to programme participants / beneficiaries for sex.
4. Engage in any sexual activity or sexual relationship with program participants/ beneficiaries. I am aware that such relationships are prohibited. I understand that such relationships are based on an improper use of my position and inherently unequal power dynamics and may undermine the credibility and integrity of RWAMREC's work. I understand I must declare any previously existing relationships with programme participants/ beneficiaries to my line manager or HR manager. I will seek guidance on this prohibition from appropriate management.

5. Support or take part in any form of sexually exploitative or abusive activities, including, for example, child pornography, trafficking of human beings or child marriage.
6. Hire children for domestic or other labor, which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities or which places them at significant risk of injury or exploitation.
7. Use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.

Name

Date

Annex 2: Safeguarding Incident Reporting Form

This form should be used to record safeguarding concerns relating to Children and/or Vulnerable persons.

In an emergency please do not delay in informing the police or social services. All the information must be treated as confidential and reported to the Designated Safeguarding Officer within one working day or the next working day if it's a weekend.

The form should be completed at the time or immediately following disclosure, but after all necessary emergency actions have been taken. Please complete the form as fully as possible.

Your details - the person completing the form

Name

Position

Telephone

Email

Details of the person affected

Name

Position

Telephone

Email

Details of the incident (please describe in detail using only the facts)

Time and date of the incident:

Location of the incident:

What caused concern:

Other present or potential witnesses:

Name Address:

Telephone number:

Email:

Additional relevant information (please detail anything else that you believe to be helpful or important)

I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.

Signature

Date

Annex 3: Risk Assessment for Media

- I make sure the collection, usage and storage of photographs of children/vulnerable adults must be in line with RWAMREC guidelines and must not be for the personal use of departmental staff and contracted service providers under any circumstances.
- I have obtained informed consent from the parent or guardian of the child, before photographing or filming a child, explaining how the photograph or film will be used.
- I only use images of children that are relevant to RWAMREC's activities and services.
- I have ensured the privacy, and security of children/vulnerable adults
- I have ensured photographs of children/vulnerable adults are not taken by staff or contracted service providers unless they are required for official purposes related to a RWAMREC program.
- I have ensured images are not provocative, of a sexual manner, indecent, submissive, and/or defamatory in nature.
- I have not photographed a victimized child/vulnerable adult in an identifiable way such as showing the face.
- I have not been unsupervised or have had unsupervised access to children and I have ensured fellow photographers have not either.
- I am aware that any images taken for the RWAMREC's activities will remain the property of RWAMREC (including those taken by contracted service providers) and cannot be used or sold for other purposes.
- I have ensured there is no identifying personal information accompanying photographs such as the child's name, address, school or hobbies, as these could be used as grooming tools.

Additional guidelines before posting on social media

- Can this increase awareness about GBV?
- Can this counteract stereotypes/myths?
- Did this encourage others to seek help?
- Did I include support services?

- Did I use the right terminology of violence?
- Did I use active tense?
- Did I use statistics to refer to the broader context?

Name

Date

Annex 4: Photo/video consent form

We would be grateful if you would fill in this form to give us permission to take photos of your child and use these in our printed and online publicity.

By signing this form, I agree that:

- I give permission to take photographs and / or video of my child.
- I grant RWAMREC full rights to use the images resulting from the photography/video filming, and any reproductions or adaptations of the images for reporting, fundraising, publicity, awareness raising, or other purposes to help achieve RWAMREC's aims. This might include (but is not limited to), the right to use them in their printed and online publicity, social media, press releases and funding applications.
- I am voluntarily giving consent for photographing my child. I understand that I don't have to give consent, and that I can withdraw my consent at any time
- I don't expect to receive any benefit or payment for my participation
- I have been able to ask any questions I might have, and I understand that I am free to contact the researcher with any questions I may have in the future

Name of child Date

Name of caregiver Date

Signature of caregiver Date

Contact Information

If you have any further questions or concerns about your consent, please contact:
 Rwanda Men's Resource Centre (RWAMREC)
 PO Box 5768, Kigali, Rwanda
 Kimironko, YYUSSA Plaza Building 2nd Floor
 Tel-Cellular : +250 788381183/788315140
 E-mail: info@rwamrec.org

Annex 5: Checklist for Safe Recruitment

To conform to the best practices of safeguarding recruitment, RWAMREC shall always consider the following checklist in hiring new staff:

- Assess the relationship that the job might have with the children. (for instance, if the employee will have unsupervised access to children? Or any direct or indirect communication relationship with the children).
- Develop clear job descriptions, terms of reference/role briefs for all posts including where short-term contracts, consultants are being recruited.
- Make sure that the selection-criteria outlines the relevant experience needed if the post involves direct work with children.
- Make sure that the commitment to keeping children safe is included in details of any post sent to prospective job candidates.
- Develop application forms that ask for consent to gain information on a person's past convictions/pending disciplinary proceedings.
- Ask for documentation to confirm identity and proof of relevant qualifications.
- Make sure you have a well-planned interview process and ensure the interviewers have the relevant experience of and knowledge about child safeguarding and best practice.
- Include some specific questions in the interview that draw out people's attitudes and values in relation to the protection of children. Can they give examples of where they have acted to protect a child, what they learnt from this, what impact it has had their current practice?
- Take up to three references including some from previous employees or others who have knowledge of the candidate's experience and suitability to work with children.
- Verify the identity of referees.
- Conduct as many background checks as possible.
- Consider the use of probationary periods of employment to ensure suitability once in post.

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Approved by the Board of Directors

Venant NZABONIMANA

Chairman Board of Directors

