WITIN Safeguarding & Child Protection Policy

1. Policy Statement

WITIN is fully committed to creating a safe, inclusive, and supportive environment for all children and young people involved in its programs. We believe every child has the right to be protected from harm, abuse, exploitation, and neglect. This policy outlines our commitment to safeguarding and the procedures all staff, volunteers, and participants must follow.

2. Scope of the Policy

This policy applies to:

- All staff, board members, and volunteers.

- Children and young people participating in WITIN programs.

- Partners, facilitators, and anyone representing WITIN in any capacity.

3. Guiding Principles

- Best Interest of the Child

- Zero Tolerance

- Empowerment

- Confidentiality

4. Code of Conduct

All WITIN personnel and partners must:

- Treat every child with respect and dignity.

- Listen to children and value their input.

- Never engage in physical punishment, sexual activity, or emotional abuse.

- Avoid being alone with a child where possible.

- Always wear WITIN ID when interacting with children.

5. Child Participation & Awareness

- Children are introduced to this policy in age-appropriate language.

- They are informed about their rights and how to report unsafe behavior.

- Safe spaces and trusted adults are designated at every activity site.

6. Reporting Concerns

If a child discloses abuse or if you suspect harm:

1. Stay calm and listen.

2. Reassure the child.

3. Report to the Safeguarding Focal Person.

4. Complete an Incident Reporting Form.

Reports must be made within 24 hours.

7. Response Procedures

- Reports are assessed by the Safeguarding Focal Person.

- Escalated to relevant authorities if necessary.

- Support provided to the affected child.

- Investigations are handled with discretion.

8. Training & Review

- All staff receive safeguarding training.

- Safeguarding is included in daily briefings.

- Policy is reviewed annually.

Contact Information

Safeguarding Focal Person: WITIN Safeguarding Officer

Emergency Child Protection Helpline (Nigeria): +23438139399635

Note

The WITIN Incident Reporting Form is attached on the next page for immediate use when concerns arise.

WITIN Incident Reporting Form

For safeguarding or child protection concerns. To be completed within 24 hours of the incident.

1. Name of person reporting the incident:

2. Role/Position:

3. Date and Time of Incident:

4. Location of Incident:

5. Name(s) of child(ren) involved:

6. Description of the Incident (What happened?):

7. Immediate Action Taken:

8. Name of person(s) the incident was reported to:

9. Signature of person reporting:

10. Date of Report:

All information will be treated confidentially and shared only with relevant safeguarding personnel.