



Women & Youths Initiative for
Climate Action and Resilient Environment

**Women and Youth Initiative for Climate Action
and Resilient Environment (WY-ICARE)**

Child Protection and Safeguarding Policy

A Comprehensive Policy Manual for Protecting Children

in All WY-ICARE Programmes and Operations

Version 1.0 | July 2026

Board Approved Document

Board Approval

This Child Protection and Safeguarding Policy has been reviewed and approved by the Board of Trustees of WY-ICARE (Women and Youth Initiative for Climate Action and Resilient Environment).

Field	Details
Document Title	Child Protection and Safeguarding Policy
Organization	Women and Youth Initiative for Climate Action and Resilient Environment (WY-ICARE)
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Position	Chairperson, Board of Trustees
Signature	_____
Date Signed	_____

This policy supersedes all previous child protection policies, guidelines, and procedures. All staff, volunteers, consultants, partners, and Board members are required to read, understand, and comply with this policy.

Non-compliance with this policy may result in disciplinary action, including termination of employment or engagement, and referral to appropriate authorities where warranted.

Version Control and Document History

This section tracks all changes made to this policy document to ensure accountability and transparency in policy development and revision.

Version	Date	Author	Description of Changes
1.0	July 2026	WY-ICARE Management	Initial policy document approved by Board of Trustees
1.1			Reserved for future revisions
1.2			Reserved for future revisions
2.0			Reserved for major revision

All revisions must be approved by the Board of Trustees before implementation. Staff will be notified of any changes through official organizational channels and training sessions.

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1. Policy Statement

WY-ICARE (Women and Youth Initiative for Climate Action and Resilient Environment) is fully committed to safeguarding all children with whom we come into contact through our programmes, operations, and partnerships. We believe that every child, regardless of age, gender, ethnicity, disability, religion, or socioeconomic status, has the fundamental right to protection from all forms of abuse, exploitation, neglect, and harm.

WY-ICARE recognizes that children are among the most vulnerable members of society, particularly in the contexts in which we operate. Our work in climate action, sustainable agriculture, water sanitation and hygiene (WASH), education, health, nutrition research, and community development brings us into regular contact with children. We have a duty of care to ensure that our programmes, activities, and presence do not expose children to any risk of harm.

This policy applies to all individuals representing or associated with WY-ICARE, including but not limited to: all staff members (permanent, temporary, and consultants), volunteers, Board members and trustees, partner organizations and their representatives, contractors, researchers, interns, and visitors.

WY-ICARE commits to:

- Creating and maintaining a safe environment for all children participating in or affected by our programmes and activities.
- Implementing robust safeguarding measures across all organizational functions and programme areas.
- Ensuring all representatives understand their responsibilities for child safeguarding and are properly trained.
- Taking immediate and appropriate action when concerns about child safety arise.
- Working in partnership with children, families, communities, and relevant authorities to promote child protection.
- Maintaining a zero-tolerance approach to child abuse, exploitation, and harm.
- Regularly reviewing and improving our safeguarding practices.

2. Purpose, Scope, and Objectives

2.1 Purpose

The purpose of this Child Protection and Safeguarding Policy is to establish a comprehensive framework that protects children from harm in all contexts related to WY-ICARE's work. This policy

sets out the standards of behaviour expected of all individuals associated with WY-ICARE and provides clear procedures for preventing, reporting, and responding to child protection concerns.

2.2 Scope

This policy applies to all WY-ICARE operations, programmes, and activities conducted directly or through partners, including:

- Climate action and environmental education programmes in schools and communities.
- Tree-planting campaigns and outdoor activities involving children and youth.
- School-based WASH (Water, Sanitation, and Hygiene) initiatives.
- Health and nutrition research involving children.
- Youth development and capacity-building programmes.
- Community outreach and awareness-raising activities.
- Advocacy and media activities featuring children.
- Field visits, data collection, and monitoring activities.
- Online and digital engagement with children and youth.
- All office premises and work-related events.

2.3 Objectives

The objectives of this policy are to:

- 1.Prevent harm to children arising from WY-ICARE's activities, operations, or the conduct of its representatives.
- 2.Raise awareness among all WY-ICARE representatives of their responsibility to safeguard children.
- 3.Establish clear, accessible procedures for reporting and responding to child safeguarding concerns.
- 4.Ensure compliance with Nigerian law and international standards on child protection.
- 5.Promote a culture of safeguarding throughout the organization and its partnerships.
- 6.Provide a framework for continuous improvement in child safeguarding practices.
- 7.Ensure accountability at all levels of the organization for child safeguarding outcomes.

3. Guiding Principles

WY-ICARE's approach to child safeguarding is guided by the following core principles:

3.1 Best Interests of the Child

In all actions concerning children, the best interests of the child shall be a primary consideration.

3.2 Non-Discrimination

All children have equal rights to protection regardless of their age, gender, race, ethnicity, disability, religion, socioeconomic status, or any other characteristic.

3.3 Participation

Children have the right to express their views on matters that affect them, and their views shall be given due weight in accordance with their age and maturity.

3.4 Do No Harm

WY-ICARE recognizes that well-intentioned activities can inadvertently cause harm. We commit to continuously assessing and mitigating risks.

3.5 Confidentiality

Information relating to child protection concerns shall be handled with the utmost confidentiality and shared only with those who have a legitimate need to know.

3.6 Accountability

WY-ICARE is accountable to children, families, communities, donors, and regulatory authorities for maintaining effective safeguarding practices.

3.7 Cultural Sensitivity

Safeguarding measures shall be implemented in a manner that is culturally sensitive and respectful of local customs and practices.

4. Legal and Policy Framework

WY-ICARE's Child Protection and Safeguarding Policy is informed by and developed in compliance with the following legal and policy frameworks:

4.1 International Standards

- United Nations Convention on the Rights of the Child (UNCRC), 1989 - Ratified by Nigeria in 1991.
- African Charter on the Rights and Welfare of the Child (ACRWC), 1990.
- United Nations Sustainable Development Goals (SDGs), particularly SDG 16.2.
- UN Secretary-General's Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse (ST/SGB/2003/13).
- The Minimum Standards for Child Protection in Humanitarian Action (CPMS), 2019.

4.2 Nigerian National Legislation

- Child Rights Act, 2003.
- Constitution of the Federal Republic of Nigeria, 1999 (as amended).
- Violence Against Persons (Prohibition) Act, 2015.
- Cybercrimes (Prohibition, Prevention, etc.) Act, 2015.
- National Policy on Child Protection, 2020.

4.3 Institutional Policies

- WY-ICARE Organizational Code of Conduct.
- WY-ICARE Data Protection and Privacy Policy.
- WY-ICARE Partner Due Diligence and Assessment Framework.

5. Definitions

For the purposes of this policy, the following definitions apply:

Term	Definition
Child	Any person under the age of 18 years, in accordance with the UN Convention on the Rights of the Child and the Child Rights Act 2003.
Child Abuse	All forms of physical, emotional, and sexual mistreatment, neglect, or exploitation of a child, including commercial exploitation.
Physical Abuse	The intentional use of physical force against a child that results in, or has the potential to result in, physical injury.
Emotional Abuse	The persistent emotional maltreatment of a child that causes severe and persistent adverse effects on the child's emotional development.
Sexual Abuse	Any sexual activity with a child, including sexual touching, exposure, penetration,

Term	Definition
	and exploitation through prostitution or pornography.
Neglect	The failure to meet a child's basic physical, emotional, educational, or medical needs.
Child Exploitation	The use of a child for the benefit of others, including economic exploitation, sexual exploitation, and trafficking.
Safeguarding	All measures taken to protect children from harm, including prevention, early intervention, and response.
Child Protection	The actions taken to protect specific children who are suffering, or at risk of suffering, significant harm.
Child Protection Focal Point	The designated staff member responsible for coordinating child safeguarding activities within WY-ICARE.
Whistleblowing	The reporting of suspected wrongdoing, including child protection concerns, by individuals within or outside the organization.
Vulnerable Child	A child who is at heightened risk of harm due to factors including disability, displacement, orphan status, poverty, or living in an institution.
Representative	Any individual associated with WY-ICARE, including staff, volunteers, consultants, Board members, and partner personnel.

6. Roles and Responsibilities

Effective child safeguarding requires clear roles and responsibilities at all levels of the organization.

6.1 Board of Trustees

- Provide strategic oversight of child safeguarding policies and practices.
- Ensure adequate resources are allocated for safeguarding activities.
- Receive and act on reports of serious child protection incidents.
- Champion a culture of safeguarding throughout the organization.
- Review and approve the Child Protection Policy at least annually.

6.2 Executive Director

- Hold ultimate responsibility for the implementation of this policy.
- Appoint the Child Protection Focal Point and ensure their capacity to perform their duties.
- Ensure that safeguarding is integrated into organizational planning and decision-making.
- Report to the Board on safeguarding matters.

6.3 Child Protection Focal Point

- Serve as the primary point of contact for all child safeguarding matters.
- Maintain up-to-date knowledge of child protection legislation and best practices.
- Coordinate safeguarding training for all representatives.
- Receive and manage reports of child protection concerns.
- Maintain confidential records of all safeguarding concerns and actions taken.
- Liaise with external agencies, including child protection authorities and law enforcement.
- Prepare regular reports on safeguarding for the Executive Director and Board.
- Conduct or coordinate safeguarding risk assessments.

6.4 Managers and Supervisors

- Ensure their team members understand and comply with this policy.
- Integrate safeguarding considerations into programme planning and implementation.
- Take immediate action if they observe or receive reports of concerning behaviour.
- Report all safeguarding concerns to the Child Protection Focal Point.

6.5 All Staff, Volunteers, and Representatives

- Read, understand, and comply with this policy.
- Complete mandatory safeguarding training.
- Sign the relevant declaration form acknowledging their understanding of responsibilities.
- Report any child protection concerns immediately.
- Maintain professional boundaries in all interactions with children.

6.6 Children and Young People

- Children have the right to know how to stay safe and how to report concerns.
- WY-ICARE will provide age-appropriate information about safeguarding.
- Children's views on safety matters will be sought and respected.

7. Child Safeguarding Risk Assessment

WY-ICARE conducts systematic child safeguarding risk assessments to identify, evaluate, and mitigate risks to children in all our programmes and operations.

7.1 Risk Assessment Process

1. Identify hazards: Consider all aspects of programme activities, locations, target populations, and implementing partners.
2. Assess risks: Evaluate the likelihood and potential impact of each identified hazard.
3. Implement controls: Develop specific measures to eliminate or reduce each risk.
4. Monitor and review: Regularly review risk assessments and update controls as needed.

7.2 Common Risk Areas

Risk Area	Examples of Mitigation Measures
One-to-one interactions	Always work in pairs; maintain visibility; inform supervisor of planned activities.
Transportation	Use vetted drivers; more than one adult present; seat children in back; maintain transport log.
Residential activities	Separate sleeping areas for adults and children; night supervision; clear code of conduct.
Digital/online engagement	Monitored communication; no private messaging with children; parental consent.
Partner activities	Due diligence assessment; safeguarding clauses in agreements; regular monitoring visits.
Data collection	Anonymization where possible; secure data storage; limited access; consent procedures.
Community events	Adequate adult-to-child ratios; defined boundaries; sign-in/sign-out procedures; first aid.
Physical environments	Site safety assessments; hazard removal; accessible facilities; emergency exits identified.

7.3 Timing of Risk Assessments

- Before commencing any new programme or activity involving children.
- When significant changes occur in existing programmes.
- Following any child protection incident or concern.
- At least annually for all ongoing programmes.
- When operating in new geographic locations or with new partner organizations.

8. Safe Recruitment and Screening

WY-ICARE is committed to ensuring that all individuals who work with or have access to children are suitable for their roles.

8.1 Recruitment Principles

- All job descriptions for roles involving contact with children shall include child safeguarding responsibilities.
- Interview panels must include at least one member trained in safeguarding.
- Candidates must provide professional references, which shall be verified.
- Employment offers are conditional on satisfactory completion of all screening requirements.

8.2 Screening Requirements

- 1.Identity verification: Valid government-issued identification shall be checked and copied.
- 2.Criminal record check: All staff and volunteers working directly with children must provide a police clearance certificate.
- 3.Reference checks: A minimum of two professional references must be obtained and verified.
- 4.Self-disclosure: All candidates must complete a self-disclosure form regarding any history of criminal convictions or child protection concerns.
- 5.Verification of qualifications: Academic and professional credentials shall be verified.

8.3 Probation Period

All new staff working with children shall complete a probation period during which their conduct and performance are closely monitored. Safeguarding training must be completed within the first month of appointment.

8.4 Volunteers

Volunteers working with children must undergo the same screening procedures as staff. They must complete safeguarding training before commencing their duties and sign the Volunteer Declaration Form.

9. Code of Conduct

All WY-ICARE representatives are required to adhere to the following Code of Conduct when working with or around children.

9.1 Standards of Behaviour

WY-ICARE representatives MUST:

- Treat all children with respect, dignity, and fairness at all times.
- Maintain professional boundaries in all interactions with children.
- Work in visible, open environments whenever possible.
- Use appropriate language and avoid offensive, discriminatory, or sexual comments.
- Report any concerns about a child's welfare immediately.
- Respect children's privacy and confidentiality.
- Challenge any inappropriate behaviour by others towards children.

9.2 Prohibited Behaviour

WY-ICARE representatives MUST NOT:

- Engage in any form of physical, emotional, or sexual abuse of children.
- Develop sexual or romantic relationships with any child.
- Make sexually suggestive comments to or about children.
- Use physical punishment or degrading treatment.
- Share a bed, sleeping quarters, or bathroom with a child.
- Take children to their home or visit children at their home without authorization.
- Transport children alone in a vehicle without prior approval.
- Photograph or film children without appropriate consent.
- Share personal contact details with children or request theirs.
- Give or accept gifts from children without authorization.
- Use personal devices to communicate with children for work purposes.
- Consume alcohol or drugs when responsible for children.

9.3 Physical Contact

Physical contact with children should only occur when necessary and appropriate to the situation. Any physical contact should be initiated by the child or necessary for their safety, appropriate to the child's age, conducted in an open environment, and respectful of cultural norms.

9.4 Gifts and Favours

Representatives must not give gifts to individual children without authorization from their supervisor. Where gifts are given as part of programme activities, they must be distributed equally and transparently.

9.5 Personal Devices and Communication

All communication with children for work purposes must be conducted through official WY-ICARE channels. Personal phone numbers, email addresses, and social media accounts must not be used to communicate with children.

10. Working Safely with Children

WY-ICARE implements the following measures to ensure that all activities involving children are conducted safely:

10.1 Adult-to-Child Ratios

Activity Type	Ratio (Adults:Children)	Notes
Classroom/school activities	1:30	Minimum two adults present
Community events (indoor)	1:15	Supervised entry/exit
Outdoor/environmental activities	1:10	Include trained first aider
Residential/camp activities	1:8	Separate sleeping for adults
One-to-one interactions	Prohibited	Except medical emergency
Home visits	1:1 (family)	Two representatives present
Transportation	1:10	Never single adult with child

10.2 Site Safety

- All programme sites shall be assessed for safety before children are present.
- Risk assessments shall be conducted for all off-site activities.
- Emergency exits, first aid kits, and emergency contact numbers shall be clearly identified.
- Sites must be accessible to children with disabilities.

10.3 Supervision

- Children must never be left unsupervised during WY-ICARE activities.
- Supervisors must remain alert and attentive at all times.
- Bathroom breaks must be managed to ensure children are not alone with adults.
- Attendance registers must be maintained and checked regularly.

11. Health and Nutrition Research Safeguards

WY-ICARE's work in health and nutrition research involving children requires specific safeguards to protect participants' wellbeing, dignity, and rights.

11.1 Ethical Approval

- All research involving children must receive ethical approval from a recognized ethics committee.
- Research proposals must include specific child protection measures.

11.2 Informed Consent

- Written informed consent must be obtained from parents or legal guardians before any child participates in research.
- Age-appropriate assent must be obtained from children capable of understanding.
- Children and parents must be informed that participation is voluntary and that they can withdraw at any time without consequence.

11.3 Data Collection

- Data collection involving children must be conducted by trained researchers with safeguarding clearance.
- Anthropometric measurements and health assessments must respect children's dignity and privacy.
- All research data must be anonymized or pseudonymized.

11.4 Research with Vulnerable Children

Additional safeguards apply when researching with vulnerable children, including those with disabilities, in emergency situations, or affected by conflict. Such research requires enhanced ethical scrutiny and must demonstrate clear benefit to participants and their communities.

12. School and Community Programme Safeguarding

12.1 School-Based Programmes

- Formal agreements shall be established with school authorities outlining safeguarding responsibilities.

- All school-based activities must be approved by the school administration.
- School staff shall be present during all WY-ICARE activities on school premises.
- Visitor badges and sign-in procedures must be followed.

12.2 Community Outreach Activities

- Community entry must involve engagement with recognized community leaders and structures.
- Activities must be conducted in public, visible spaces where possible.
- Community child protection mechanisms shall be identified and engaged.

12.3 Tree-Planting and Outdoor Activities

- Risk assessments must specifically address outdoor hazards (terrain, weather, wildlife).
- Children must be briefed on safety rules before outdoor activities.
- First aid supplies and trained first aiders must be present.
- Activities must be adapted to children's age and physical capabilities.

13. Photography, Media and Social Media Policy

WY-ICARE recognizes the importance of visual documentation for programme communication, monitoring, and reporting. However, the use of children's images requires careful safeguards.

13.1 Consent for Photography and Filming

- Written consent must be obtained from parents/guardians before photographing or filming any child.
- Children who are old enough to understand must also give their assent.
- Consent forms must specify how images will be used (internal, website, social media, donor reports, media).
- Consent must be renewed annually or whenever the intended use changes.
- Children and parents have the right to withdraw consent at any time.

13.2 Dignified Representation

- Images must portray children with dignity and respect.
- Children must be appropriately clothed in all photographs.
- Images must not sensationalize or exploit children's circumstances.
- Children should be shown actively participating, not as passive recipients.

13.3 Image Storage and Use

- All images must be stored securely with restricted access.
- Children's full names must not be displayed alongside their images without explicit consent.
- Location information that could identify individual children must not be published.

13.4 Social Media

- No images of children may be posted on personal social media accounts by WY-ICARE representatives.
- Official WY-ICARE social media posts featuring children must be approved by the Child Protection Focal Point.
- Children's social media handles or accounts must not be tagged or mentioned.

14. Online and Digital Safeguarding

As WY-ICARE increasingly uses digital tools and online platforms for programme delivery and communication, specific safeguards are required to protect children in digital spaces.

14.1 Online Engagement Principles

- All online engagement with children must be conducted through approved platforms with appropriate security features.
- Parental consent is required for all online activities involving children.
- Sessions must be moderated by at least two trained adults.
- Private messaging between individual staff and children is prohibited.

14.2 Digital Platforms

- Platforms used for children's engagement must have appropriate privacy settings.
- Children must be briefed on online safety before participating in digital activities.

14.3 Cyberbullying and Online Abuse

WY-ICARE will not tolerate cyberbullying or online abuse affecting children participating in our programmes. Concerns shall be reported and addressed through the same procedures as other child protection concerns.

15. Confidentiality and Data Protection

WY-ICARE is committed to protecting the personal information of children and ensuring compliance with applicable data protection laws.

15.1 Data Collection

- Personal data about children shall only be collected when necessary for programme purposes.
- Parents/guardians must be informed about what data is collected and how it will be used.

15.2 Data Storage

- Physical records must be stored in locked cabinets with restricted access.
- Electronic records must be stored on password-protected systems with encryption.
- Access to children's data is restricted to authorized personnel only.

15.3 Data Sharing

- Children's personal data shall not be shared with third parties without parental consent, except where required by law.
- Anonymized or aggregated data should be used for reporting where possible.

15.4 Record Retention

Child protection records shall be retained for the period required by law or best practice guidance. When no longer needed, records must be securely destroyed.

15.5 Confidentiality of Concerns

Information about child protection concerns shall be shared only with those who have a legitimate need to know. Breaches of confidentiality in child protection matters may constitute a disciplinary offence.

16. Reporting and Response Procedures

WY-ICARE has established clear, accessible procedures for reporting and responding to child protection concerns.

16.1 What to Report

The following must be reported immediately to the Child Protection Focal Point:

- Any disclosure of abuse, exploitation, or harm by a child.
- Any observation of suspected abuse, exploitation, or harm.
- Any allegation or concern about the behaviour of a WY-ICARE representative towards children.
- Any breach of this policy or the Code of Conduct.
- Any signs that a child may be at risk of harm.

16.2 How to Report

- 1.To the Child Protection Focal Point in person, by telephone, or by email.
- 2.To the representative's direct supervisor or manager.
- 3.Through the WY-ICARE confidential reporting mechanism.
- 4.Anonymously through the designated whistleblowing channel.

16.3 Immediate Response

- 1.Ensure the child is safe from immediate harm.
- 2.Listen to the child without interrogating or leading them.
- 3.Do not promise confidentiality - explain that the information must be shared to keep them safe.
- 4.Record the disclosure or observation accurately, including dates, times, and exact words used.
- 5.Report to the Child Protection Focal Point within 24 hours (immediately for serious concerns).
- 6.Do not confront the alleged perpetrator.

16.4 Information Recording

All reports must be documented using the Incident Report Form (Appendix E). Records must include: date, time, location, names of individuals involved, factual description, witnesses, actions taken, and signature.

17. Incident Management

WY-ICARE has established a structured approach to managing child protection incidents.

17.1 Initial Assessment

Upon receiving a report, the Child Protection Focal Point shall conduct an initial assessment within 24 hours.

17.2 Classification of Concerns

Level	Description	Response
Level 1	Low risk concern	Managed internally with support and monitoring.
Level 2	Moderate concern	Formal investigation; may involve external agencies.
Level 3	Serious concern	Immediate external referral; police/child protection services notified.
Level 4	Emergency	Immediate action to protect child; emergency services contacted.

17.3 Protective Measures

- Suspension of the alleged perpetrator from duties involving children.
- Referral of the child to medical or psychological services.
- Notification of relevant authorities.

18. Investigation Procedures

18.1 Investigation Principles

- The child's safety and welfare shall always be the paramount consideration.
- Investigations shall be conducted impartially and without prejudice.
- The rights of all parties, including the accused, shall be respected.

18.2 Investigation Process

- 1.Appointment of investigator(s): An internal or external investigator shall be appointed.
- 2.Terms of reference: Clear terms of reference shall be established.
- 3.Information gathering: The investigator shall gather relevant evidence.
- 4.Child interview: Any interview shall be conducted by a trained professional, with a support person present.

5.Report: A written investigation report shall be produced with findings and recommendations.

6.Decision: Based on findings, a decision shall be made regarding further action.

18.3 External Investigations

Where allegations involve criminal behaviour, WY-ICARE shall cooperate fully with external investigations conducted by law enforcement or other statutory bodies.

19. Referral Pathways

19.1 Referral Triggers

- A child discloses abuse or significant harm.
- There is reasonable suspicion that a child is being abused or neglected.
- A child requires medical, psychological, or social support.

19.2 Referral Process

Referrals shall be made as soon as possible, within 24 hours for serious concerns. Follow-up shall be conducted to ensure the referral was received and actioned.

19.3 Referral Agencies

- Nigerian Police Force (for criminal matters).
- State Ministry of Women Affairs and Social Development.
- National Agency for the Prohibition of Trafficking in Persons (NAPTIP).
- Child protection units within local government authorities.
- Medical facilities for health assessments and treatment.
- Mental health and psychosocial support services.
- Legal aid services.

20. Whistleblower Protection

WY-ICARE is committed to protecting individuals who report child protection concerns in good faith.

20.1 Protection Measures

- The identity of whistleblowers shall be kept confidential to the extent permitted by law.

- Whistleblowers shall be protected from retaliation, victimization, or discrimination.
- Anonymous reporting is permitted and shall be taken seriously.

20.2 Reporting Channels

- Through a confidential email address dedicated to safeguarding concerns.
- Directly to the Board Chair for concerns involving senior management.
- To external authorities where internal reporting is not appropriate.

20.3 False Allegations

Individuals who knowingly make false allegations in bad faith may face disciplinary action. However, a report that is not substantiated is not evidence of a false allegation.

21. Disciplinary Measures

WY-ICARE maintains a zero-tolerance approach to any form of child abuse, exploitation, or breach of safeguarding policy.

21.1 Grounds for Disciplinary Action

- Physical, emotional, or sexual abuse of a child.
- Sexual exploitation of a child.
- Failure to report a child protection concern.
- Breach of the Code of Conduct.
- Retaliation against a whistleblower.

21.2 Disciplinary Process

1. Investigation: A thorough investigation shall be conducted.
2. Suspension: The individual may be suspended pending investigation.
3. Hearing: The individual shall have the opportunity to respond.
4. Decision: Based on the balance of probabilities.
5. Sanction: Appropriate disciplinary action shall be taken.
6. Appeal: The individual shall have the right to appeal.

21.3 Possible Sanctions

- Verbal or written warning.

- Transfer to a role not involving contact with children.
- Suspension without pay.
- Summary dismissal.
- Referral to law enforcement authorities.

22. Partner Safeguarding Requirements

22.1 Due Diligence

- Safeguarding assessments shall be conducted before entering into partnerships.
- Partners must demonstrate their commitment to child safeguarding.

22.2 Partnership Agreements

- A requirement for partners to have their own child protection policy or adopt WY-ICARE's policy.
- Safeguarding clauses outlining minimum standards.
- Right to audit and monitoring provisions.
- Termination provisions for safeguarding breaches.

22.3 Monitoring

- Partners' safeguarding practices shall be monitored regularly.
- Failure to meet safeguarding standards may result in partnership termination.

23. Monitoring and Compliance

23.1 Monitoring Activities

- Regular audits of safeguarding compliance across all programmes and locations.
- Review of incident reports and response outcomes.
- Observation of programme activities to assess safeguarding implementation.
- Feedback collection from children, parents, and communities on safety.

23.2 Compliance Indicators

Indicator	Target	Frequency
Staff safeguarding training completion	100%	Annual
Partner safeguarding assessments	100%	At onboarding + annual
Incident reporting	All incidents	Ongoing
Risk assessments completed	100% of programmes	At start + annual
Signed declaration forms	100%	At onboarding + annual
Policy review	Annual	Annually

24. Training Plan

Training is essential for ensuring that all WY-ICARE representatives understand their safeguarding responsibilities.

Audience	Content	Duration	Frequency
All staff & volunteers	Introduction to safeguarding; policy overview; Code of Conduct; reporting procedures	4 hours	At induction + annual refresher
Staff working directly with children	Advanced safeguarding; working safely with children; risk assessment; signs of abuse	8 hours	At induction + annual refresher
Managers & supervisors	Managing safeguarding; incident response; investigation procedures; supporting staff	1 day	At induction + annual refresher
Child Protection Focal Point	Advanced child protection; legislation; investigation; case management; referral pathways	3 days	At appointment + annual refresher
Board members	Governance responsibilities; strategic oversight; serious incident management	2 hours	At appointment + annual update

25. Policy Review Schedule

This policy shall be reviewed regularly to ensure it remains current, effective, and aligned with best

practices and legal requirements.

25.1 Review Triggers

- Annual review as standard practice.
- Following any serious child protection incident.
- When there are changes in relevant legislation.
- When there are significant changes in organizational programmes or structure.

25.2 Review Process

- 1.The Child Protection Focal Point shall coordinate the review process.
- 2.Input shall be sought from staff, management, Board members, and external stakeholders.
- 3.Revised policy shall be submitted to the Board for approval.
- 4.Approved policy shall be communicated to all representatives.

25.3 Distribution

- Electronic copies distributed via organizational email.
- Hard copies available at all WY-ICARE offices.
- Uploaded to the organizational website and shared drive.
- Summary versions developed for children, parents, and community members.

All representatives are required to confirm that they have read, understood, and will comply with this policy by signing the appropriate declaration form.

Appendix A: Staff Declaration Form

This form must be completed by all WY-ICARE staff members upon commencement of employment and annually thereafter.

Full Name:	
Position/Title:	
Department:	
Date of Employment:	
Supervisor:	
☐ I confirm that I have read and understood the WY-ICARE Child Protection and Safeguarding Policy and agree to comply with its provisions at all times.	
☐ I understand that failure to comply with this policy may result in disciplinary action, including termination of employment.	
☐ I understand my responsibility to report any child protection concerns immediately.	
☐ I have no criminal convictions or ongoing investigations related to offences against children. (If not, provide details in a sealed envelope to the CP Focal Point.)	
Signature:	
Date:	

Appendix B: Volunteer Declaration Form

This form must be completed by all volunteers before commencing any activities with WY-ICARE.

Full Name:	
Address:	
Phone Number:	
Email:	
Emergency Contact:	
Volunteer Activity:	
Start Date:	
☐ I confirm that I have read and understood the WY-ICARE Child Protection and Safeguarding Policy and the Code of Conduct.	
☐ I agree to adhere to all safeguarding requirements and procedures while volunteering with WY-ICARE.	
☐ I understand that any breach of the safeguarding policy will result in immediate termination of my volunteer engagement.	
☐ I have completed the safeguarding training provided by WY-ICARE.	
Signature:	
Date:	

Appendix C: Parent/Guardian Consent Form

This form must be completed by parents or legal guardians before a child participates in any WY-ICARE programme or activity.

Child's Full Name:	
Child's Date of Birth:	
Child's Gender:	
Parent/Guardian Name:	
Relationship to Child:	
Phone Number:	
Address:	
Emergency Contact:	
Medical Conditions/Allergies:	
☐ I consent for my child to participate in WY-ICARE programmes and activities as described.	
☐ I understand that all reasonable safety measures will be in place to protect my child.	
☐ I consent to my child receiving emergency medical treatment if necessary.	
Photo Consent: Yes / No (for use in reports, website, social media)	
Signature:	
Date:	

Appendix D: Child-Friendly Reporting Guide

Your Right to Be Safe

Every child has the right to feel safe and be protected from harm. If someone is making you feel uncomfortable, scared, or unsafe, you have the right to tell someone and get help.

When to Speak Up

- If someone touches you in a way that makes you uncomfortable.
- If someone says things to you that are inappropriate or scary.
- If someone asks you to keep a secret that makes you feel worried.
- If you see another child being treated badly.
- If any adult is acting in a way that doesn't feel right.

Who You Can Talk To

- A WY-ICARE staff member you trust.
- The Child Protection Focal Point.
- Your parent or guardian.
- A teacher or school counselor.

What Will Happen

When you tell a trusted adult about your concern, they will listen to you carefully, believe you, take action to keep you safe, not blame you, and keep your information private.

Remember

It is never your fault if someone treats you badly. Speaking up helps keep you and other children safe. You will not get in trouble for reporting a concern.

Appendix E: Child Safeguarding Incident Report Form

This form must be completed as soon as possible after a child protection concern is identified. Submit to the Child Protection Focal Point within 24 hours.

Date of Report:	
Reporter Name:	
Reporter Position:	
Date of Incident:	
Time of Incident:	
Location:	
Child(ren) Involved:	
Age(s) of Child(ren):	
Person(s) Concerned:	
[] Description of Incident or Concern (use exact words where possible):	
[] Action Taken Immediately:	
Witnesses: _____	
Notification to CP Focal Point Date/Time: _____	
Signature:	
Date:	

Appendix F: Risk Assessment Template

This template should be used to assess safeguarding risks for all WY-ICARE programmes and activities involving children.

Programme/Activity Name:	
Location:	
Date of Assessment:	
Assessor Name:	
Target Group (age, number):	
Duration:	
Risk Matrix: Identified Hazard Likelihood (1-5) Impact (1-5) Control Measures	
Overall Risk Rating: Low / Medium / High	
Approved By: _____ Signature: _____ Date: _____	
Review Date: _____	

Signature:

Date:

WY-ICARE

Women and Youth Initiative for Climate Action
and Resilient Environment

Protecting Children, Building Futures

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This policy was developed in accordance with the UN Convention on the Rights of the Child, the Child Rights Act 2003 (Nigeria), and international best practices in child safeguarding.

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