



Safeguarding and Protection Policy (Children & Vulnerable Adults)

Healing. Dignity. Empowerment

Mission Statement: Maryben Foundation exists to heal communities, restore dignity, and empower individuals through mental health, inclusion, and leadership.

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Document Control

Policy Title	Safeguarding and Protection Policy (Children & Vulnerable Adults)
Version	1.0
Effective Date	January 2024
Approved By	Executive Director
Review Date	January 2027



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1. Introduction

Maryben Foundation is deeply committed to creating safe, respectful, and supportive environments for children and vulnerable adults.

We recognize our duty of care to protect every person who interacts with our programs from harm, abuse, neglect, or exploitation.

Our safeguarding culture is rooted in our core values; Healing. Dignity. Empowerment.

2. Purpose and Scope

This policy establishes the framework for preventing, identifying, and responding to abuse or exploitation in any form.

It applies to:

- All Maryben Foundation employees, board members, volunteers, consultants, and interns.
- Partner organizations, service providers, and community groups implementing projects under the Foundation's name.

Everyone associated with Maryben Foundation shares responsibility for protecting those we serve.

3. Definitions

Safeguarding: The proactive measures taken to protect people's health, well-being, and human rights to enable them to live free from harm.

Child: Any individual under the age of 18 years.

Vulnerable adult: Any person aged 18 or older who, due to disability, illness, gender, trauma, displacement, or dependence, may be unable to protect themselves.

Abuse: Any form of physical, emotional, sexual, or psychological mistreatment or neglect.

Exploitation: Taking advantage of an individual's vulnerability for personal, financial, or social gain.

4. Guiding Principles

1. Do No Harm: Our programs must never cause harm or increase risk.
2. Dignity and Respect: Every person has the right to be treated with kindness and respect.
3. Accountability: Everyone is responsible for maintaining a safe environment.
4. Empowerment: Survivors' voices and choices guide our response.
5. Confidentiality: All concerns are handled discreetly and securely.
6. Non-Discrimination: Safeguarding applies to all, regardless of gender, age, disability, race, or status.

5. Roles and Responsibilities

- Board of Trustees: Provide oversight and ensure policy adoption.
- Executive Director: Ensure implementation and allocate resources for safeguarding.
- Safeguarding Focal Person: Receive, document, and manage reports of abuse or concern.
- All Staff and Volunteers: Follow this policy and report concerns immediately.
- Partners and Contractors: Sign and adhere to this policy before engagement.

6. Code of Conduct

All staff, partners, and representatives must:

- Treat all children and vulnerable adults with respect and dignity.
- Never engage in or tolerate any form of exploitation, abuse, or neglect.
- Avoid being alone with a child or vulnerable adult where possible.
- Obtain informed consent for photographs, stories, or participation.
- Maintain appropriate professional boundaries at all times.
- Report any concern, suspicion, or incident immediately.

7. How We Handle Safeguarding Concerns

When a safeguarding concern arises, the process should follow this path:

SUSPICION OR CONCERN RAISED



REPORT TO: Safeguarding Focal Person / Line Manager



IMMEDIATE NOTIFICATION:

Executive Director (if risk is high or urgent)



CONFIDENTIAL REVIEW:

Safeguarding Committee or Designated Officer



ACTION:

Investigation, Support, Referral (as needed)



CLOSURE & FEEDBACK TO REPORTER

(Documentation securely stored)

Reports can be made confidentially via support@marybenfoundation.org.

Retaliation against whistleblowers is strictly prohibited.

8. Responding to Disclosures or Incidents

When a child or vulnerable adult discloses abuse:

- Listen attentively and calmly.
- Do not ask leading questions.
- Reassure them they did the right thing by speaking up.
- Record the facts as accurately as possible.
- Report the incident immediately through the appropriate channels.

9. Confidentiality and Record Keeping

All reports and investigations are treated with the utmost confidentiality.

Records are stored securely and shared only with those directly involved in managing the concern.

10. Awareness and Training

All Maryben Foundation staff, volunteers, and partners receive safeguarding induction and refresher training.

Ongoing capacity building ensures everyone understands their roles and responsibilities in protecting others.

11. Monitoring and Review

The Executive Director will ensure:

- Regular review of safeguarding practices.
- Annual reporting of safeguarding performance.
- Policy review every three years (next review: January 2027).

12. Approval

Approved by:

Amb. Maryben Omollo

Executive Director, Maryben Foundation

Date of Approval: ____6th January 2024____

Annex 1: Safeguarding Commitment Form

I, _____, acknowledge that I have read and understood the Maryben Foundation Safeguarding and Protection Policy.

I commit to uphold the Foundation's principles of Healing, Dignity, and Empowerment and to report any suspected or actual abuse.

Signature: _____ Date: _____

Position: _____ Department: _____

