



**DIRECTORATE OF RESEARCH &
DEVELOPMENT**

**ALEX EKWUEME FEDERAL UNIVERSITY,
NDUFU-ALIKE EBONYI STATE, NIGERIA**

**SAFEGUARDING POLICY
AND
PROCEDURE**

1.00 SAFEGUARDING POLICY

1.01 Purpose

The purpose of this policy is to protect people, particularly children, at-risk adults and beneficiaries of assistance from any harm that may be caused due to their coming into contact with AE-FUNAI. This includes harm arising from:

- The conduct of staff or personnel associated with AE-FUNAI
- The design and implementation of AE-FUNAI's programmes and activities

The policy lays out the commitments made by AE-FUNAI, and informs staff and associated personnel of their responsibilities in relation to safeguarding.

This policy does not cover:

- Sexual harassment in the workplace – this is dealt with under AE-FUNAI's Anti Bullying and Harassment Policy.
- Safeguarding concerns in the wider community not perpetrated by AE-FUNAI or associated personnel.

1.02 What is safeguarding?

Safeguarding means taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse and harassment from occurring; to protect people, especially vulnerable adults and children, from that harm; and to respond appropriately when harm does occur. In our sector, we often use this to apply to the safety and welfare of people involved in the delivery or receipt of humanitarian aid and development assistance.

Further definitions relating to safeguarding are provided in the glossary below.

Scope

- All staff contracted by AE-FUNAI
- Associated personnel whilst engaged with work or visits related to AE-FUNAI, including but not limited to the following: consultants; volunteers; contractors; programme visitors including journalists, photographers

1.03 Policy Statement:

AE-FUNAI believes that everyone we come in contact with either in person or through our digital channels, regardless of age, gender, disability or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. AE-FUNAI will not tolerate abuse and exploitation by staff or associated personnel.

This policy will address the following areas of safeguarding [as appropriate]: child safeguarding, adult safeguarding, and protection from sexual exploitation and abuse.

AE-FUNAI is committed to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

1.04 Prevention

AE-FUNAI responsibilities

AE-FUNAI will:

- Ensure all staff have access to, are familiar with, and know their responsibilities within this policy
- Design and undertake all its programmes and activities in a way that protects people from any risk of harm that may arise from their coming into contact with AE-FUNAI either in person or through our digital channels. This includes the way in which information about individuals in our programmes is gathered and communicated
- Ensure all staff understand and sign up to AE-FUNAI's Safeguarding Code of Conduct
- Ensure staff receive training on safeguarding at a level commensurate with their role in the organization
- Follow up on reports of safeguarding concerns promptly and according to due process

Staff responsibilities

Child safeguarding

Our staff and associated personnel must not:

- Engage in sexual activity with anyone under the age of 18
- Sexually abuse or exploit children

- Subject a child to physical, emotional or psychological abuse, or neglect – either in person or online
- Engage in any commercially exploitative activities with children including child labour or trafficking

Adult safeguarding

AE-FUNAI staff and associated personnel must not:

- Sexually abuse or exploit at-risk adults
- Subject an at-risk adult to physical, emotional or psychological abuse, or neglect – either in person or online

1.05 Protection from sexual exploitation and abuse

AE-FUNAI staff and associated personnel must not:

- Exchange money, employment, goods or services for sexual activity. This includes any exchange of assistance that is due to beneficiaries of assistance – either in person or online
- Engage in any sexual relationships with beneficiaries of assistance, since they are based on inherently unequal power dynamics

Additionally, AE-FUNAI staff and associated personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy, both on AE-FUNAI's online platforms/channels and in person

- Report any concerns or suspicions regarding safeguarding violations by an Avert staff member or associated personnel to the appropriate staff member

1.06 Enabling reports

Avert will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities we work with.

Any staff reporting concerns or complaints will be protected by AE-FUNAI's Disclosure of Malpractice in the Workplace (Whistleblowing) Policy.

Avert will also accept complaints from external sources such as our digital users, partners and official bodies.

1.07 How to report a safeguarding concern

Staff members who have a complaint or concern relating to safeguarding should report it immediately to their line manager. If the staff member does not feel comfortable reporting to their line manager (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other appropriate staff member. For example, this could be the Vice-Chancellor.

1.08 Response

AE-FUNAI will follow up safeguarding reports and concerns according to policy and procedure.

AE-FUNAI will apply appropriate disciplinary measures to staff found in breach of policy.

AE-FUNAI will offer support to survivors of harm caused by staff or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor.

1.09 Confidentiality

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent case management should be shared on a need to know basis only, and should be kept secure at all times.