



Equipped with Skills, Thriving in the Marketplace,
Grounded in Character.

Registered International Charitable Trust (Kenya, Cap. 164)

CHILD & YOUTH SAFEGUARDING POLICY

Version 1.0 | Approved: 02/09/2026 | Next review: 02/09/2028

1. Policy Statement

Grounded Generation Foundation (GGF) works with youth aged approximately 15 to 35 through skills training, mentorship, and community programmes. GGF believes that every youth has the right to be safe, respected, and protected from all forms of harm, abuse, neglect, and exploitation. Safeguarding is everyone's responsibility: every trustee, employee, volunteer, facilitator, mentor, contractor, and partner of GGF is bound by this policy. GGF adopts a zero-tolerance approach to abuse and exploitation, including sexual exploitation and abuse (SEA), consistent with Kenyan law, the Children Act, and international standards including the UN Protocol on Protection from Sexual Exploitation and Abuse (PSEA).

2. Scope & Definitions

- **Child:** any person under 18 years of age.
- **Young person / vulnerable adult:** a person aged 15–35 participating in GGF programmes who may be vulnerable due to circumstance, disability, or dependency.
- **Abuse** includes physical, emotional, and sexual abuse; neglect; bullying (including online); exploitation (including sexual and economic exploitation); harmful cultural practices; and grooming.
- **Personnel:** trustees, staff, volunteers, facilitators, mentors, interns, and anyone acting on GGF's behalf.

This policy applies to all GGF activities, venues (including community-hosted programmes), digital environments, communications, and to the conduct of personnel at all times when identifiable with GGF.

3. Safe Recruitment & Vetting

- All personnel roles with contact with children/young people are subject to identification checks, at least one reference, and a self-declaration of suitability.
- A Certificate of Good Conduct (DCI Police Clearance) is required for staff and regular volunteers in child-facing roles, renewable every three years.
- All personnel sign this policy and the Code of Conduct (Annex A) before deployment and receive a safeguarding induction; refresher briefings are held before every programme edition.

4. Code of Conduct (Summary — full text in Annex A)

- Never be alone with a single child out of sight of others; apply the two-adult rule for all sessions and activities.
- Gender-separated teen sessions must be led by mentors of the same gender, with a second adult present.
- Physical contact must be appropriate, minimal, public, and initiated for legitimate care reasons only.
- Never use physical punishment, humiliating treatment, or discriminatory language.

- Never exchange personal contact with minors for private communication; programme communication with minors goes through parents/guardians or official channels.
- Romantic or sexual relationships between personnel and any programme participant are prohibited. Sexual activity with a child (under 18) is a crime and will be reported to authorities. Exchange of money, employment, goods, or services for sexual favours is prohibited (PSEA).
- Do not take photos/videos of participants except as authorised under the Data Protection, Privacy & Image Consent Policy.

5. Safeguarding in Programme Design

- Risk assessments are completed before every programme edition, covering venue, activities, transport, digital exposure, and staffing ratios.
- Minimum supervision ratios: 1 adult to 10 children (ages 6–9); 1:15 (ages 10–17); adjusted for activity risk.
- Registration records capture guardian contacts, medical notes, and authorised pick-up persons for children.
- Online safety is taught within digital literacy sessions; devices used in programmes have appropriate content controls.

6. Reporting & Response Procedure

GGF designates a Safeguarding Officer ([NAME, PHONE, EMAIL]) and a deputy. Any concern, disclosure, allegation, or suspicion of harm — however small — must be reported to the Safeguarding Officer within 24 hours using the Incident Report Form (Annex B). Personnel must never investigate on their own, promise confidentiality to a child, or confront an alleged perpetrator.

- **Immediate danger:** ensure safety first; call Police (999/112) and, for children, Childline Kenya 116.
- The Safeguarding Officer records, assesses, and where required refers the matter to the Directorate of Children Services, Police, or health services within 48 hours, and informs the Board Chair.
- **Allegations against personnel:** the person is immediately stood down from participant contact pending investigation; referrals to authorities are made where the threshold is met; outcomes are recorded.
- **Survivor-centred response:** the safety, wishes, and dignity of the child/young person guide all actions; support referrals (medical, psychosocial) are offered.
- **Confidentiality:** information is shared strictly on a need-to-know basis; records are kept securely by the Safeguarding Officer.
- **No retaliation:** anyone reporting in good faith is protected, per the Whistleblowing provisions in the Finance Policy.

7. Governance, Training & Review

- The Board receives a safeguarding report (including a nil return) at every board meeting.
- Safeguarding is a standing item in programme planning and post-programme review.
- Partners hosting or co-delivering programmes must adopt this policy or demonstrate an equivalent standard.

Approval & Review

This policy was approved by the Board of Trustees of Grounded Generation Foundation and takes effect from the date of approval. It shall be reviewed at least every two years, or earlier if legal, regulatory, or operational changes require. The Executive Director (with the Safeguarding Officer) is the policy owner responsible for implementation and staff/volunteer awareness.

Signed on behalf of the Board of Trustees:



Samuel M. Wanderi

Co-Founder & Executive Director

Date: 02/09/2026



Samuel K. Mpyana

Co-Founder & Director, Finance & Fundraising

Date: 02/09/2026

Annex A — Code of Conduct (to be signed by all personnel)

I have read and understood the GGF Child & Youth Safeguarding Policy. I commit to treating every child and young person with dignity and respect; to the two-adult rule; to appropriate physical and verbal conduct; to never engaging in or concealing any form of abuse or exploitation; to reporting all concerns to the Safeguarding Officer within 24 hours; and to complying with GGF's media and data-consent rules. I understand that breach of this Code may result in removal from GGF activities and referral to authorities.

Name: _____ Role: _____ Signature: _____ Date: _____

Annex B — Incident Report Form (outline)

Reporter name/role; date/time of report and of incident; child/young person's initials and age; what was observed or disclosed (facts, in the person's own words where possible); immediate action taken; referrals made; Safeguarding Officer assessment and next steps; signatures.