

UNIVERSITY OF DAR ES SALAAM



SCHOOL OF ECONOMICS
CENTRE FOR BEHAVIOURAL STUDIES (CBS)



SAFEGUARDING POLICY

Copyright © August 2020 CBS

All rights reserved.

Further information and copies of this document can be obtained from:

The Centre for Behavioural Studies

School of Economics

University of Dar es Salaam

P. O. Box 35045, Dar es Salaam, Tanzania

Telephone: +255 737 873001

Email: cbs@udsm.ac.tz

Website: cbs.udsm.ac.tz

SCHOOL OF ECONOMICS
CENTRE FOR BEHAVIOURAL STUDIES (CBS)

Safeguarding Policy

Safeguarding Policy

Policy Reference No.	CBS/POL/No.1
Policy Title	SafeguardingPolicy
Purpose and Description	This Policy and related procedures describe Centre for Behavioral Studies (CBS) commitments to safeguarding its members and stakeholders
Applicability	To all activities conducted by CBS staff, research fellows, downstream partners or any person directly or indirectly engaged in any activity implemented by the Centre, within and outside Tanzania.
Effective Date	August 2019
Revision Date	July 2019

Definition of Terms

Child or Children	Anyone under 18 years of age.
Adult:	Anyone above 18 years of age.
Vulnerable adult	A person whose characteristics include most of the following: has a learning or physical disability; or has a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs; or has a reduction in physical or mental capacity; or is in the receipt of any form of healthcare; or is receiving community services because of age, health or disability; or is unable, for any other reason, to protect himself/herself against significant harm or exploitation.
Abuse	Anything which individuals, institutions or processes do or fail to do which directly or indirectly harms both adults and children or damages their prospect of safe and healthy development. This may involve any of the following categories, physical abuse, emotional abuse, neglect/negligent treatment and sexual abuse/sexual exploitation.
Physical abuse	The use of physical force that causes actual or likely physical injury or suffering (e.g., hitting, shaking, burning, female genital mutilation, torture).
Emotional abuse	Any humiliating or degrading treatment such as bad name calling, constant criticism, belittling persistent shaming, solitary confinement and isolation.
Neglect/Negligent treatment	Persistent failure to meet basic physical and/or psychological needs, for example by failing to provide adequate food, clothing and/or shelter; failing to prevent harm; failing to ensure adequate supervision; or failing to ensure access to appropriate medical care or treatment.
Sexual abuse	All forms of sexual violence, including incest, (any support to) early and forced marriage, rape, involvement in pornography, and sexual slavery. Sexual abuse also may include indecent touching or exposure, using sexually explicit language towards a fellow CBS staff, stakeholders or general public and any child pornographic material.
Sexual exploitation	Any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. This includes exchange of assistance due to the exploited benefiting from the Centre's activities.
Safeguarding	The set of policies, procedures and practices that we employ to ensure CBS is a safe place for all its stakeholders.

Policy Statements

1. Commitment to Ensure Stakeholders' Safety

CBS is committed to conducting its activities and operations in a manner that is safe to all the stakeholders it serves and helping to protect them all. All CBS staff, research fellows, downstream partners or any person directly or indirectly engaged in any activity implemented by the Centre are explicitly prohibited from engaging in any activity that may result in any kind of abuse.

CBS is also committed to create and maintain an environment that aims to ensure that all actions that places, whether deliberate or undeliberate, CBS stakeholders at the risk of any kind of abuse are prevented or deterred.

CBS is also committed to ensure that all CBS staff, research fellows, downstream partners or any person directly or indirectly engaged in any activity implemented by the Centre conduct themselves in a

manner consistent with the policy commitments. This includes treating as serious issue any violation of this policy.

CBS is committed to ensuring that this Policy is made aware to all CBS staff, research fellows, downstream partners or any person directly or indirectly engaged in any activity implemented by the Centre through various modes. This awareness must be done within the first two weeks of recruitment or engagement with CBS, and refresher trainings should be conducted time after time.

This policy will address the following areas of safeguarding: child safeguarding, adult safeguarding, protection from sexual exploitation and abuse, and as stipulated in the relevant policies and procedures associated with them.

2. Complying with Applicable Laws and Regulations

CBS promises to abide with the governing country laws and regulations and adopting all the relevant University of Dar es Salaam policies and guiding procedures. This includes seeking ethical clearance for any relevant research activities conducted by the CBS as per the University of Dar es Salaam research guidelines and policy. These commitments are in addition to any other requirements as agreed with different donor communities, provided that they do not contradict the abiding country rules and regulations.

3. Sexual Activity

CBS is committed to ensure that all people below 18 are regarded as underage and cannot legally give informed consent to sexual activity. This policy recognizes also that sexual activity with or without their consent will be treated as a serious breach of national law(s) and will result in disciplinary action being taken.

CBS is committed to ensure that sexual activity with people above 18 whether vulnerable or not vulnerable

but without their consent will be treated as a serious breach of national law(s) and UDSM code of conduct and will result in disciplinary action being taken. Also, CBS is committed to ensure that sexual activity with people above 18 whether vulnerable or not vulnerable with their consent but in circumstances that shows or reflects sexual exploitations will be treated as a serious issue and will result in disciplinary action being taken.



4. Accountability of CBS Management

CBS Management is committed to taking all appropriate corrective actions, including disciplinary, legal or other actions in response to any violation of this Policy, with respect to relevant individuals (including those who knew of the violation but failed to act), and taking steps following any findings of a violation of the Policy to review the applicable policies and procedures to identify and address any gaps or weaknesses.

5. Confidentiality in Safeguarding Matters

CBS is committed to ensure that all sensitive information is managed in a manner that is respectful, professional and that complies with applicable laws and UDSM adopted relevant policies. All CBS staff, research fellows, downstream partners or any person directly or indirectly engaged in any activity implemented by the Centre must keep all information about any suspected or reported incidents strictly confidential, and must only provide the information to Safeguarding Focal Person, and/or any other staff or senior staff directly involved in the investigation, except as may be required by law. This commitment includes ensuring that the safeguarding register is properly managed.

Procedures

This policy requires that any suspicions and allegations involving harm to stakeholders are referred to the Safeguarding Coordinator to determine what action, if any, must be taken. This allows each situation to be investigated thoroughly, while treating the parties fairly and with sensitivity. This also allows suitable steps to be taken as a result of any investigations. The procedures for managing suspicion and allegations aim to strike a balance between the need to protect stakeholders from abuse and the need to protect all CBS staff, research fellows, downstream partners or any person directly or indirectly engaged in any activity implemented by the Centre. Additionally any concerns that cannot be referred to the Safeguarding Coordinator, then whistleblower channels are available to report such concerns.

Notwithstanding other procedures, the process to prevent and manage abuse and safeguard the stakeholders may involve among others:

i. Mitigating Safeguarding Risks in Project Planning and Implementation

Where possible and practical ensure that all safeguarding issues are integrated in all activities from design, recruitment and implementation. This may also include undertaking and conducting criminal background checks on all CBS staff, research fellows, downstream partners or any person directly or indirectly engaged in any activity implemented by the Centre, and as it deems appropriate and as permitted by law.

ii. Reporting and Responding to Safeguarding Incidents

All CBS staff, research fellows, downstream partners or any person directly or indirectly engaged in any activity implemented by the Centre should know the steps to take and whom to contact when concerns arise regarding safeguarding. CBS will appoint the Safeguarding Focal Person, who will be responsible for

recording and managing all incidents and the reporting will be done in and according to the Safeguarding Register/Forms (attached). Failure to report a reasonable suspicion of misconduct in accordance with the Policy will be considered a serious issue and may result in disciplinary actions to be taken. The process of reporting is also expected to be in accordance with the Whistleblowing Policy.

After reporting, the investigation and follow-up of safeguarding allegations will be conducted and the focal person will take every allegation of violation of the Policy seriously and ensure that all credible allegations are logged and tracked. The focal person will ensure that all allegations are properly investigated and all appropriate corrective action and remedial measures are taken. CBS expects all parties involved to cooperate fully with any investigation or inquiry by CBS and preserve all records relating to any alleged violation of this Policy.

If the staff members do not feel comfortable reporting to their Safeguarding Focal Person (for example if they feel that the report will not be taken seriously, or if the focal person is implicated in the concern) they may direct their report through whistle blowing channels.

Responsibilities

Centre for Behavioral Studies (CBS)

- CBS will follow up safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations.
- CBS will apply appropriate disciplinary measures to staff found in breach of policy.
- CBS will offer support to survivors of harm

caused by any of CBS staff, research fellows, downstream partners or any person directly or indirectly engaged in any activity implemented by the Centre, regardless of whether or not a formal internal response is carried out (such as an internal investigation). Decisions regarding support to be offered will be dictated by the survivor.

- CBS will ensure all staff have access to, are familiar with, and know their responsibilities regarding this policy.
- CBS will provide overall support to the wider implementation of policies and procedures to safeguard its stakeholders, and other related policies and documents such as the Code of Conduct and Whistleblowing Policy.
- CBS will 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 all CBS staff, research fellows, downstream partners or any person directly or indirectly engaged in any activity implemented by the Centre.
- CBS will implement stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel.

Safeguarding Focal Person

CBS will have the Safeguarding Focal Person who will:

- Provide overall support in implementation of this Policy.
- Ensure all staffs have access to, are familiar with, and know their responsibilities within this policy.
- Follow up on reports of safeguarding concerns promptly and according to due process.
- Manage the Safeguarding Forms and Register (see the appendix for the template of the forms and register).
- Contribute to creating and maintaining an

environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy.

- Report any concerns or suspicions regarding safeguarding violations by CBS staff, research fellows, downstream partners or any person directly or indirectly engaged in any activity implemented by the Centre to the appropriate staff member.

CBS Staff

CBS staff, research fellows, downstream partners or any person directly or indirectly engaged in any activity implemented by the Centre will:

- Provide overall support in implementation of this Policy.
- Ensure all staff has access to, are familiar with, and know their responsibilities within this policy.
- Follow up on reports of safeguarding concerns promptly and according to due process.
- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy.

- Report any concerns or suspicions regarding safeguarding violations by CBS staff, research fellows, downstream partners or any person directly or indirectly engaged in any activity implemented by the Centre to the appropriate staff member.

Associated Policies

- Anti-Sexual Harassment policy
- Whistleblowing policy
- Risk Management and Control Policy
- Recruitment Policy
- UDSM Code of Conduct
- Research Policy and Operations Procedure
- UDSM Financial Regulations
- Research Ethics Form requirements
- Research Clearance Form requirement
- ICT Regulation of 2012
- Auditing requirement
- UDSM Staff Regulation
- UDSM Intellectual Property Rights Regulation
- Other policies as appropriate

Appendix

Safeguarding Incident / Concern Form

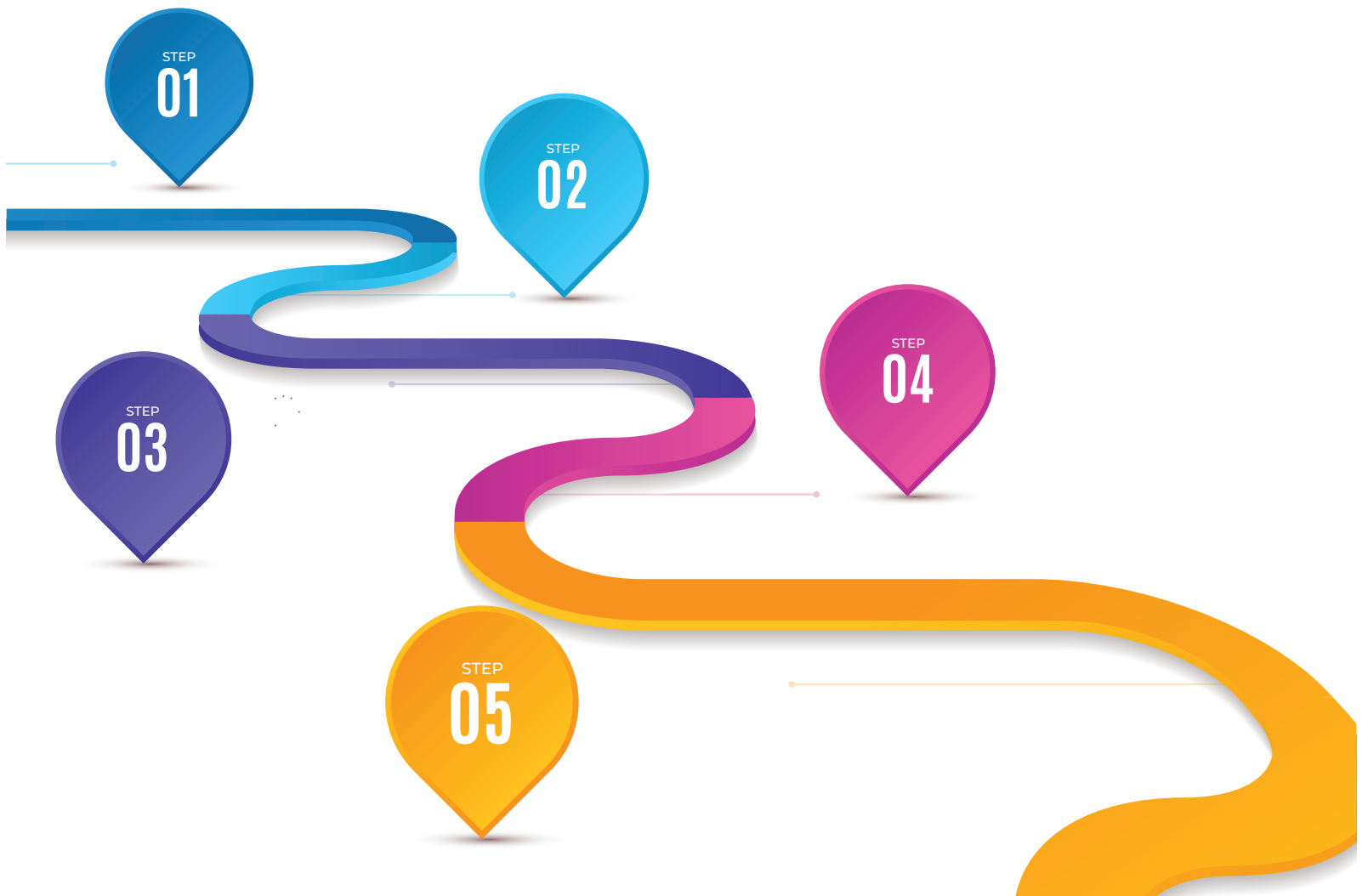
Name:		Date of birth:	
Name and position of person completing form (please print) and signature:			
Date of incident /concern (DD MM YY) and Time:			
Incident / concern (who what where when)*			
Any other relevant information (witnesses, immediate action taken)*			
Signature: (include name of member of staff/victim)		Date form completed (DD MM YY):	
Action taken (including reasons for decisions) and Outcomes*			
Any Feedback Provided:			
Have similar/related incidents happened to the same person before (what where when and action taken)*:			
Signature of Deputy Coordinator		Date (DD MM YY)	
Signature of Coordinator		Date (DD MM YY)	

Event Chronology Form-Individual Victim Chronology

Victim Name:		
Date (DD MM YY)	Incident / Event	Signature

Event Chronology Form-All Victim Chronology

Date (DD MM YY)	Victim Name:	Incident / Event	Signature



Record of Actions/Contacts

SAFEGUARDING RECORD OF ACTION / CONTACTS			
Name of Victim	Concern / Update	Action to be Taken	Who will take action and date to be completed



