

AFRICAN EVANGELISTIC ENTERPRISE

Rwanda



SAFEGUARDING POLICY: CHILDREN AND VULNERABLE ADULTS PROTECTION

November 2024

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1. BACKGROUND

1.1 INTRODUCTION

Africa Evangelistic Enterprise-Rwanda (AEE/Rwanda) is a Christian Inter-Denominational Non-Governmental Organization, operational in Rwanda since 1987. Her vision is to become “A country where God is honored, and people live together in peace and satisfaction of their daily needs”. She strives to create self-respect, confidence and dignity in individuals and communities, especially the most vulnerable ones. Her mission is “to evangelize Rwanda through word and deed in partnership with the church”.

AEE Rwanda is a community-based local organization currently operational in 28 Districts of Rwanda through its 17 branch offices across the country, but its operational impact reaches the whole country. Its strategic direction is focused on four main thematic areas which are: Early Childhood Care, development and protection, Health and nutrition, Education, Resilience and livelihood, WASH, Mission, Humanitarian and Emergency relief. With its presence at grassroots level and direct interaction with community needs, AEE Rwanda has a strong evidence base to inform both local and central level advocacy initiatives.

AEE Rwanda prioritizes and upholds child and vulnerable adult’s protection or safeguarding values as provided in the national and international standards. This document provides a policy framework that guides AEE’s operations in the implementation of safeguarding principles in alignment with the government of Rwanda labor laws and policies, its internal strategic document and donor requirements.

1.2 DEFINITION OF TERMS

- **Safeguarding** is the responsibility that organisations have to insure that staff to staff, staff to affiliates, suppliers, operations, and programmes do no harm to children and vulnerable adults especially women, that they do not expose children and vulnerable adults to the risk of harm and any kind of exploitation and abuse, and that any concerns raised by any of the mentioned above has about vulnerable adults and children's safety within the communities of programs / projects' areas of interventions, must be reported to Safeguarding Focal Person and will be treat with high confidentiality.
- **Child** :Any person below the age of 18, regardless of national laws or cultural practices which may stipulate a younger age.
- **Vulnerable Adult/Adult at risk** : Any person aged 18 or over, and if:
 - (a) The adult should have particular care, support or special needs and as a result abuse occurs when a vulnerable adult/adult at risk is mistreated, neglected or harmed by another person who holds a position of trust e.g. they may be in custody or secure accommodation, or she is an expectant or nursing mother; and/or
 - (b) The adult is dependent / reliant on others for the provision of basic services (not limited to e.g. safety, shelter, water, food), because of their context, such as: in a refugee camp or a recipient of as part of an NGO relief distribution, and are potentially vulnerable to exploitation or abuse as a result of their status or their lack of power and control; and/or the adult is in an unfamiliar country and location
 - (c) The adult is in a relationship (work or social) or in contact with another adult who seeks to misuse their position of authority or trust to control, coerce, manipulate or dominate them.
 - d)Harassment of staff or affilitaes, by other staff or affiliates is prohibited. African Evangelistic Enterprise Rwanda prohibits staff to staff or affiliates, by other staff or affiliates to harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or none-verbal and physical conduct designed to threaten, intimidate or coerce an employee, co-worker, or any person working for or on behalf of AEE Rwanda.

- **Exploitation:** Exploitation is the deliberate maltreatment, manipulation or abuse of power and control over another person. It is taking advantage of another person or situation usually, but always for personal gain. Exploitation means taking advantage of someone's vulnerability in order to obtain their money or assets, sexual gratification, labor or personal advantage which leads to physical, emotional harm to victim, to the detriment of their physical and mental health, education, and moral or social development which is highly prohibited by AEE Rwanda.
 - **Do no harm'** refers to organisations' responsibility to 'do no harm' or minimise the harm they may be doing inadvertently as a result of inappropriate programming.
- + **Physical abuse:** Actual or potential physical harm perpetrated by another person, adult or child. it may involve hitting, shaking, poisoning, drowning and burning. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child.
 - + **Sexual abuse:** Forcing or enticing a child or vulnerable adult to take part in sexual activities that he or she does not fully understand and has little choice in consenting to. This may include, but is not limited to, rape, oral sex, penetration, or non-penetrative acts such as masturbation, kissing, rubbing and touching. It may also include involving children or vulnerable adults in looking at, or producing sexual images, watching sexual activities and encouraging children or vulnerable adults to behave in sexually inappropriate ways.
 - + **Sexual exploitation:** **Sexual exploitation:** Is defined as 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.
 - + **Sexual Abuse** is defined as the actual or threatened physical intrusion of a sexual nature, including inappropriate touching, by force or under unequal or coercive conditions¹

¹ As per the UN Secretary General's bulletin (ST/SGB/2003/13), **Sexual Exploitation** is defined as the abuse of a position of vulnerability, differential power, or trust for sexual purposes; this includes profiting monetarily, socially or politically from the sexual exploitation of another. **Sexual abuse** is defined as the actual or threatened physical intrusion of a sexual nature, including inappropriate touching, by force or under unequal or coercive conditions

✚ **Trafficking of persons:** Trafficking of persons include the recruitment, transportation, transfer, harboring or receipt of persons by means of threat or use of force; or other forms of coercion, abduction, fraud, deception, the abuse of power, a position of vulnerability or the giving or receiving of payments or benefits to achieve the consent of a person having control over another person for the purpose of exploitation. AEE staff and affiliates are prohibited from engaging in trafficking of persons of all forms.

Sexual Harassment: any unwelcome sexual advance, comment, expressed or implied sexual demand, touch, joke, gesture, or any other communication or conduct of a sexual nature whether verbal, written or visual, by any person to another individual within the scope of AEE Rwanda's work. The definition includes sexual harassment that is directed at members of the same or opposite sex and includes harassment based on sexual orientation. AEE Rwanda prohibits sexual harassment of any individuals, employee, project partner or program participant, regardless of their work relationship.

✚ **Neglect and negligent treatment:** allowing for context, resources and circumstances, neglect and negligent treatment refers to a persistent failure to meet a child's or vulnerable adult's basic physical and /or psychological needs, which is likely to result in serious impairment of a child's or vulnerable adult's healthy physical, spiritual, moral and mental development. It includes the failure to properly supervise and protect children or vulnerable adults from harm and provide for nutrition, shelter and safe living/working conditions. It may also involve maternal neglect during pregnancy as a result of drug or alcohol misuse and the neglect and ill treatment of a disabled child.

✚ **Emotional abuse:** persistent emotional maltreatment that impacts on mental wellbeing and mental health. Emotionally abusive acts include restriction of movement, degrading, humiliating, bullying (including cyber bullying), and threatening, scaring, discriminating, ridiculing or other non-physical forms of hostile or rejecting treatment.

✚ **Commercial exploitation:** exploiting a child or a vulnerable adult in work or other activities for the benefit of others and to the detriment of the child's or vulnerable adult's physical or mental health, education, moral or social-emotional development. It includes, but is not limited to, forced labour.

2. AEE RWANDA CORE PRINCIPLES AND COMMITMENTS

2.1. CORE PRINCIPLES

- Sexual exploitation and abuse by AEE employees are acts of gross misconduct and are therefore grounds for termination of employment.
- Sexual activity with children (persons under the age of 18 regardless of national laws or cultural practices which may stipulate a younger age) is prohibited regardless of the local age of consent, i.e. the local or national laws of the country you are working in. Ignorance or mistaken belief in the age of the child is not a defence.
- Exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour by AEE Rwanda Employees and Related personnel² is prohibited. This includes the exchange of assistance that is due to participants.
- Sexual relationships between AEE Rwanda employees and participants of AEE Rwanda's programs are strongly discouraged since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of AEE Rwanda's relief and development work.
- When a AEE Rwanda employee develops concerns or suspicions regarding sexual exploitation or abuse by a AEE Rwanda Employee or its volunteers s/he must report such concerns via the established reporting procedures of the appropriate AEE Rwanda.
- AEE Rwanda employees are obliged to create and maintain an environment that prevents sexual exploitation and abuse and promotes the implementation of this Policy. AEE Rwanda leadership at all levels have particular responsibilities to support and develop systems that maintain this environment.
- AEE Rwanda's safeguarding requirements are applicable to its Employees and Related-Personnel both during and outside of work hours.
- This policy applies to all AEE Rwanda staff (national, international, volunteers, and interns), partners/associates (CBOs and FBOs working with/for AEE, contractors, board members, guest and

² We define "AEE RWANDA Employees and Related Personnel" broadly to include all employees, board members, volunteers, interns, consultants as well as individual and corporate contractors and related personnel who have entered into partnership, subgrant or sub recipient agreements with AEE Rwanda.

visitors). AEE Rwanda is committed to encourage its staff and partners to familiarize themselves with the safeguarding policy and should all sign a compliance form.

2.2 AEE RWANDA COMMITMENTS

AEE RWANDA Employees and Related-Personnel understand and comply with this Policy and its Core Principles. To aid in implementing this Policy and in educating AEE RWANDA Employees and Related-Personnel, AEE Rwanda and its managers and supervisors commit to:

1. Incorporate AEE standards on sexual exploitation and abuse in induction materials and training courses for our employees and in other relevant organizational codes of conduct.
2. In compliance with applicable laws and to the best of AEE Rwanda abilities, prevent perpetrators of sexual exploitation and abuse from being rehired or redeployed by AEE Rwanda. This could include use of background and criminal reference checks.
3. Establish and ensure that complaint mechanisms for reporting sexual exploitation and abuse are accessible, particularly to participants of AEE Rwanda programs, and that AEE Rwanda focal points for receiving complaints understand how to discharge their duties.
4. Take appropriate action to the best of AEE Rwanda abilities to protect persons from retaliation when allegations of sexual exploitation and abuse are made in good faith.
5. Investigate allegations of sexual exploitation and abuse involving AEE Rwanda Employees in a timely and professional manner, and to the best of AEE Rwanda ability encourage Related Personnel to do the same. This includes the use of appropriate interviewing practices with complainants and witnesses, particularly with children.
6. Take swift and appropriate action, including legal action when required, against AEE Rwanda Employees and Related-Personnel who commit sexual exploitation and abuse. This may include administrative or disciplinary action, and/or referral to the relevant authorities for appropriate action, including criminal prosecution, in the abuser's country of origin as well as the host country.
7. Provide basic emergency assistance (medical, legal) and basic psychosocial support as appropriate and feasible to complainants of sexual exploitation and abuse.

8. Create and maintain mechanisms to systematically educate AEE Rwanda Employees and Related-Personnel and the communities AEE Rwanda serves on measures taken to prevent and respond to sexual exploitation and abuse.
9. Ensure that when engaging in partnership agreements, include the appropriate language requiring such contracting entities and individuals, and volunteers to comply with this Policy; and expressly state that the failure of those entities or individuals, as appropriate, to take preventive measures against sexual exploitation and abuse, to investigate allegations thereof, or to take corrective actions when sexual exploitation or abuse has occurred, shall constitute grounds for AEE RWANDA to terminate such agreements.
10. Ensure high level oversight and information systems on sexual exploitation and abuse reports received and actions taken in order to monitor effectiveness, report progress and improve efforts to prevent and respond to sexual exploitation and abuse.
11. Engage with the support of communities and governments to prevent and respond to sexual exploitation and abuse.
12. AEE Rwanda is committed to comply with all relevant local legislation on child and vulnerable adult's rights and welfare in order to provide what is in 'best interest of the child and vulnerable adult, including labor laws that apply to children and vulnerable adults, and to give respect and dignity to all children and vulnerable adults under their care and beyond.
13. AEE Rwanda is committed to enhance the Safeguarding Policy and ensure alignment with international standards, it is imperative to incorporate measures that unequivocally prohibit child labor. This entails adhering to UN policies, which strictly forbid the employment of children under the age of 15 in any form of full-time work by:
 - Prohibiting the employment of a child younger than 15 years of age in full-time work.
 - Prohibiting all work that is mentally or physically dangerous/harmful or interferes with compulsory schooling.
 - Prohibiting hazardous work for all children, including children 15-17 years of age, this includes construction and manufacturing work.

This will be respected keeping in mind that Child labor policy applies irrespective of national laws or local practices. Additionally, it is also crucial to recognize that mental illness should never be a determinant for employment, regardless of age.

14. By integrating clear directives against child labor into the Safeguarding Policy, AEE Rwanda demonstrates its commitment to upholding human rights and ethical labor practices. This not only aligns with international standards but also reflects the organization's dedication to

protecting the most vulnerable members of society. Moreover, by explicitly stating the prohibition of child labor and discrimination based on mental health status, the organization sends a strong message of accountability and responsibility to its stakeholders.

15. AEE Rwanda is committed to the welfare and rights of children, vulnerable adults and staff. All children and vulnerable adults under the care of AEE Rwanda will be treated with respect regardless of race, color, sex, language, religion, or belief, political or other opinion, ethnic or social origin, disability, birth or other status.
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Additionally, it is also crucial to recognize that mental illness should never be a determinant for employment, regardless of age. Despite these fundamental principles being absent from the organization's current safeguarding statement, their inclusion is vital for fostering a safe and ethical work environment.

3. POLICY AWARENESS

3.1 AEE – Rwanda is committed to informing children and vulnerable adults, decision makers, and the public through the media that **child and vulnerable adult abuse is wrong**. It is also understood that keeping silent is also wrong.

3.2 AEE – Rwanda staff and partners have a responsibility of ensuring a safe and positive environment for children and vulnerable adults to thrive and this is a requirement in any of its intervention such as education, research and advocacy.

3.3 AEE – Rwanda is committed to educating her staff and partners about the importance of child and vulnerable adult protection so that children and vulnerable adults are protected from any form of abuse. This is also a preventive measure to protect staff and the organization's integrity see annex2.

3.4 AEE Rwanda ensures that all Employees and Related-Personnel are aware and fully compliant with the safeguarding policy by doing the following:

- Training is provided for all staff who have a specific responsibility for implementing this Policy and associated Procedure or who may be involved in dealing with complaints which arise.
- Awareness raising training is provided to all Employees and Related-Personnel and program participants on safeguarding.
- The training will equip them to develop awareness as well as an understanding of when and how to report any concerns.
- Proactive steps are taken to communicate the zero-tolerance message.
- All staff are informed of and trained in the policy and procedure.
- All staff are aware of the definitions under this policy.
- All staff are aware of reporting procedures.

3.5 Children and vulnerable adults have the right to speak and to be heard – AEE Rwanda believes that including them as key stakeholders and involving them in all its programming and decision-making

process will enable them to know and voice out their right to protection. Children and vulnerable adults are encouraged to have active cooperation, share information and be involved in advocacy initiatives.

4. BEHAVIORAL PROTOCOLS:

- 4.1 All Staff, volunteers, interns, consultants, visitors, donors or sponsors of African Evangelistic Enterprise – Rwanda are expected to treat all children and vulnerable adults with respect and dignity. Inappropriate, harassing, abuse, sexually provocative or demeaning language or behavior towards children and vulnerable adults will not be tolerated.
- 4.2 Each individual staff must sign a statement to say that they have read the AEE Safeguarding Policy, will respect it and understand that action will be taken in cases of inappropriate behavior.
- 4.3 Staff members are strongly encouraged to inform their immediate supervisors whenever discipline/behavior standards are not respected. Non-violent and non-humiliating discipline is encouraged.
- 4.4 AEE Rwanda upholds the rights of every child, young person and vulnerable adults who attends our services, including the right to be kept safe and protected from harm, to be listened to and to be heard. In the same spirit, it is unacceptable to be alone while working with a child or vulnerable adults unless it is absolutely necessary, and with parental/guardian and managerial consent;
- 4.5 Children will never be engaged in any form of sexual activities or acts. Adults will always be responsible for their behavior and cannot blame the child even if the child ‘provokes’ or acts in a ‘seductive’ way.
- 4.6 Computers, mobile phones, video and digital cameras will be used appropriately, and never be used as a mean to exploit or harass children and vulnerable adults or to access child and vulnerable adult pornography through any medium.

4.7 Communities, children and vulnerable adults with whom African Evangelistic Enterprise – Rwanda staff work will be informed of the protocols and will be assured that project support will not be discontinued if they report suspicious behavior. Similarly, staff will in any ways be dismissed/fired for having reported suspicious behavior.

4.8 Where children are placed in communities, there will be careful screening and training of foster parents to ensure safe and adequate care will be given.

5. RECRUITMENT AND SCREENING

5.1 AEE – Rwanda will ensure that the highest standards in its recruitment and vetting policies across the organization are applied. AEE Rwanda will ensure that:

- (a) Staff and volunteers candidates are checked for their competence in working with children and vulnerable adults and their understanding on safeguarding;
- (b) Protection checks, such as police background checks forms an important part of our recruitment policy and covers all those representatives that we have an employment relationship with;
- (c) Checking evidence of identification and the authenticity of qualifications, requesting self-declarations about previous convictions.
- (d) Reference checks includes specific inquiries about the candidate's behavior related to safeguarding when working with vulnerable populations.
- (e) Newly recruited staff before signing a contract are expected to sign a code of conduct that explicitly outlines the organization's policies and expectations regarding behavior with program participants. Volunteers are also provided with the conduct of conduct in a language they fully understand
- (f) During the induction of the new recruited staff, they are trained on all policies including safeguarding policy

5.2 AEE – Rwanda staff and partners are required to refrain from hiring children for domestic or other labor related activities which are inappropriate given their age or developmental stage according to Rwandan Labor law (18 years of age), which interferes with their time available for education and recreational activities, or which places them at significant risk of injury.

5.3 Information on safeguarding policies for children and vulnerable adults must be given to all staff before signing an acceptance of employment. A form must be signed agreeing to the Safeguarding Policy and with a statement to confirm that have not had any previous convictions for abuses against children/vulnerable adults or violent behavior. Their previous employers will be contacted to verify to whether he/she was dismissed due to abuse and references should be checked preferably by telephone to give previous employers an opportunity to express concerns verbally.

6. SAFEGUARDING CHILDREN AND VULNERABLE ADULTS IN EMERGENCIES

6.1 With interventions in emergencies like drought, floods, displacement of communities, volcanic activities, and fire and earth quakes involved personnel must ensure special protection for the safety and wellbeing of children and vulnerable adults.

6.2 Even in emergency situations, all personnel involved will be required to adhere to requirements of AEE Safeguarding Policy. The necessary care and protection will be provided to ensure that children and vulnerable adults are not discriminated, favored, exploited, abused, neglected and so on. However, in case of an eminent danger with no sufficient time to fulfill the safeguarding policy requirements, the obligation may be waved.

6.3 Even during such circumstances all these personnel interacting with children need to be accompanied unless it is a massive intervention where the follow up is spread up to a number of visitors.

6.4 Where the emergence creates conditions that are not normal, the policy requirements for privacy may be derogated to the best interest of the child (and of the vulnerable adult as per applicable laws and policies).

7. SAFEGUARDING AEE PROHIBITIONS.

It is prohibited to any AEE Rwanda employee, volunteer, board member, and any other person hired by AEE Rwanda to:

- Engage or an attempt to engage in any form of sexual activity (exploitation, abuse, and harassment) with a child, including child marriage, regardless of local age of consent. (Ignorance or misbelief of a child's age is not a defense).
- Behavior toward a child that is inappropriate including, but not limited to physical, emotional, the exchange of, or an offer to exchange, recommendation for employment, offer of employment, an employment reference or educational reference for sex, sexual favors, or other forms of favors or degrading or exploitative behavior.
- Use of language or behavior towards a community member, staff or affiliate that is inappropriate, belittling, degrading, humiliating, harassing, abusive, sexually provocative or that is intended to shame, or emotionally abuse.
- Photographing a program participant who is not adequately clothed (dirty or tattered clothed) or who is in a pose that could be considered sexually suggestive.
- Photographing a program participant without their prior informed consent.
- Behavior toward a program participant, or subordinate staff that is inappropriate or sexually provocative.
- Sexual interactions or relationships with a beneficiary during the time they are receiving assistance from AEE, regardless of whether the beneficiary consents to such interaction.
- Unwanted touching, kissing, fondling, hugging or physical contact of a sexual nature to any community members.
- Staff or affiliates to invite program participants, or subordinates into private residences.
- Malicious complaints that intend to harm the alleged subject of complaint,
- Stay silent, cover up, or enable any known or suspected *Sexual Exploitation and Abuse* incident or breach of this policy by a AEE staff or affiliate,

8. SAFEGUARDING INCIDENT REPORTING

- 8.1 Any staff, volunteers, interns, consultants, visitors, donors, or sponsors of AEE Rwanda who may be a suspect or is made of aware of a safeguarding incident should report the matter immediately (within 24 hours) to: AEE Rwanda safeguarding focal person or the AEE Rwanda Country Director and/or the Deputy Country Director. S/he will also immediately report through whistleblowing by email: whistleblowing@aeerwanda.ngo³ and/or phone contact for safeguarding reporting. All AEE Rwanda field offices have Focal Person that receive programmatic concerns and if there are any safeguarding related, s/he immediately reports to AEE safeguarding Focal Person at AEE HQ.
- 8.2 In cases of safeguarding incident, it is reported directly to AEE Rwanda Safe guarding Focal Person through telephone: 0798654498 or email. The receiver will immediately fill the safeguarding report form and submit it within 24 hours to AEE Rwanda safeguarding focal person or AEE Rwanda Country Director, if he/she is not available, the focal person can reach out to any member Senior Management team. Procedures for reporting should always follow Rwandan labor law in addition to AEE Rwanda safeguarding policy and AEE internal policies and procedure see annex4. All the above must be adhered to with high confidentiality.

9. RESPONSES TO ALLEGATIONS

- 9.1 AEE – Rwanda will ensure that the best interest of the children and vulnerable adults principles are followed and strive not to retraumatise children and vulnerable adults in their handling of complaints. If a child or vulnerable adult reports an abuse incidents (actual or potential case), AEE staff and partners are encouraged to:
- Listen to and accept what the child or vulnerable adult says but do not press for information.
 - Let the child or vulnerable adult know the next possible action and that you will share with him/her about the next steps.
 - Not investigate and not inform, question or confront the alleged abuser.
 - Regard the alleged abuse seriously.
 - Listen carefully, record accurately the information shared by the victim on the reporting form.

³ An internal whistleblowing system is an early-warning system for identifying and combating abuses & fraudulent activities and forms the basis for successful risk management.

- 9.2 The alleged/reported incident – especially information related to the victim’s identity will be shared on a ‘need to know’ basis only.
- 9.3 It is prohibited for the organization, her staff, affiliates, volunteers, interns, consultants, vendors/contractors etc from retaliating. Any staff or AEE partner who raise concerns of serious malpractice will be protected as far as possible from victimisation or any other detrimental treatment if they come forward with serious concerns, provided that concerns are raised in good faith. Deliberate false allegations are a serious disciplinary offence and will be investigated. Both victim and perpetrator will be treated with respect from the start of the process to the end.
- 9.4 The subject of the complaint (alleged perpetrator) and all witnesses must cooperate fully and openly with internal and statutory investigations and hearings. Their confidentiality will be protected and information which could identify them will be shared on a ‘need to know’ basis only.
- 9.5 AEE management will ensure that all AEE staff are aware of what to do in cases where allegation are made, either by a child, vulnerable adult, parents, staff member or visitor and shall provide guidances on managing, investigating and reporting safeguarding complaints and take appropriate action in case of non-compliance.
- 9.6 AEE – Rwanda will appoint a designated person in all its branch office whose responsibility is to deal with child and vulnerable adult protection issues in the organization.

10. USE OF CHILDREN AND VULNERABLE ADULT’S IMAGES AND PERSONAL INFORMATION

- 10.1 When photographing or filming a child and vulnerable adult for work related purposes, AEE – Rwanda must:
- Assess and endeavor to comply with local traditions or restrictions
 - Obtain consent from the child and vulnerable adult, or parents/guardian of the child. In all cases, it should be explained to the child and vulnerable adults how the photograph or the film will be used
 - Ensure photographs, films, videos, or DVDs present children and vulnerable adults in a dignified and respectful manner. Children and vulnerable adults should be adequately clothed.
 - Ensure image are honest representation of the context and the facts
 - Ensure file labels do not reveal identifying information about a child or vulnerable adult when sending images electronically.

11. IMPLEMENTATION WITH PARTNERS

- 11.1 All the AEE Rwanda Community-Based partners (including Peoples' institutions) will abide by the provisions of this Safeguarding Policy and pledge to protect children and vulnerable adults from abuse by reporting real or intended abuse through a written declaration or direct report to AEE Staff or any local authority as provided by Rwandan Laws. In case of direct report to local government authority, the reporter will immediately inform AEE staff close to him/her.
- 11.2 All the AEE Rwanda Community-Based partners (including Peoples' institutions) will be required to develop their own Safeguarding Policies if they are nonexistent or review them if need be under the facilitation of African Evangelistic Enterprise. All the AEE Rwanda Community-Based partners (including Peoples' institutions) will be offered guidance and capacity building in relation to adherence to children rights and development of a child protection policy
- 11.3 The basis of partnership will, among others, be based on the commitment to promote and protect children and vulnerable adults' rights.

12. MONITORING AND EVALUATION

- 13.1 Immediate review will be noted by all applicants of the policy, and during the regular program meetings all issues will be compiled discussed and reviewed instantly.
- 13.2 Focus group sessions will be conducted once a year, and views expressed will be submitted by the different policy user bodies for integration in the consolidated policy concerns and addressed accordingly.
- 13.3 Every 5 years the Safeguarding Policy will be reviewed with the consultation of the different stakeholders in order to make all necessary improvements.
- 13.4 The Monitoring and Evaluation department will oversee the Safeguarding monitoring progress in accordance with set standards.

13. CONCLUSION

This policy has been approved by the Chair of AEE Rwanda Board of Director and the Senior Management. This will be reviewed every 3 years or whenever it is deemed necessary especially when there are new issues raised and are not addressed in the existing policy.

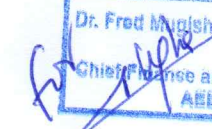
At AEE Rwanda, we affirm our commitment to safeguarding as an essential part of our Christian mission to love and care for others and ourselves. This policy reflects our dedication to creating a safe and nurturing environment where everyone, especially children, young people, and vulnerable adults, and employees can interact in faith without fear of harm, neglect, or abuse.

We recognize that safeguarding is a shared responsibility, and we call upon every member, staff, volunteer, and board members to uphold the principles outlined in this policy. By working together, we aim to ensure that our organization remains a place of love, trust, integrity, and compassion, reflecting the values of our faith in action.

We are committed to reviewing and improving our safeguarding practices regularly to remain vigilant and responsive to any emerging needs or risks. By doing so, we seek to honor our calling to protect and serve the most vulnerable among us, demonstrating Christ's love in all we do.

Management Signature:

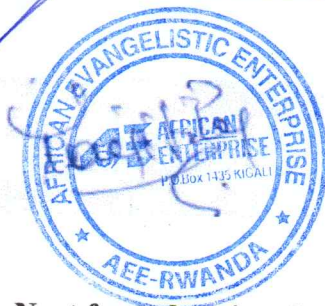
AEE Executive Secretary


Dr. Fred Mungisha, FCMA, CGMA, PMP®
Chief Finance and Operations Officer
AEE Rwanda

Date: November 2024

Approved by AEE Board:

Board Chairperson



Date: November 2024

Next formal review date: November 2028

Annex 1. Safeguarding Report Form

If you have knowledge that the current or suspected safeguarding incident, please complete this form to the best of your knowledge.

Please note that safeguarding concerns must be reported directly to the Safeguarding Focal Person (SFP) immediately (preferably within the same working day) depending on the urgency, you may wish to complete this form before contacting the SFP or you may wish to complete the report afterwards. For confidentiality reasons, the report should be written and signed solely by you. It should only be sent only to the SFP. It will be held in a safe and secure place and treated in the strictest confidence.

1. About You

Your name:

Your job title:

Workplace:

Nature of your contact with the child:

Contact details: Tel:

E-mail:

2. About the Victim

Name of the Incident's Victim:

Gender:

Age:

Address:

Guardians (in applicable):

Incident report Date:

3.About the incident

Was the incident:

- Observed by you Suspected Disclosed by someone else

If the concern was shared by someone else, please state who and their relationship to the victim:

.....

Date of the alleged incident:

Time of the alleged incident:

Location of the alleged incident:

Name of alleged perpetrator:

Nature of the allegation:

4.About the incident (Visible injuries, victim's emotional state etc)

[N.B. Make a clear distinction between what is fact and what is opinion or hearsay]

.....
.....

Exactly what the victim or other source said to you [if relevant] and how you responded to him or her:
[Do not lead the victim. Record actual details]

.....
.....
.....
.....

Any other information not previously covered:

.....
.....

Were there any other children/vulnerable adult involved in the alleged incident?.....

Are any other children/vulnerable adult at risk of harm?.....

Action Taken by You

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.....
.....

Signed:

Date:/...../.....

Annex 2 Safeguarding Declaration

Confirmation Statement

I, hereby confirm that I have read and understood AEE Rwanda Safeguarding Policy (including below Behavior Protocols) and agree to abide by the rules/guidelines included in that policy.

I further confirm that I have not previously been involved in any safeguarding Incident involving children or vulnerable adults

Nationality.....Passport No/ID. No.....

Organization and Position:

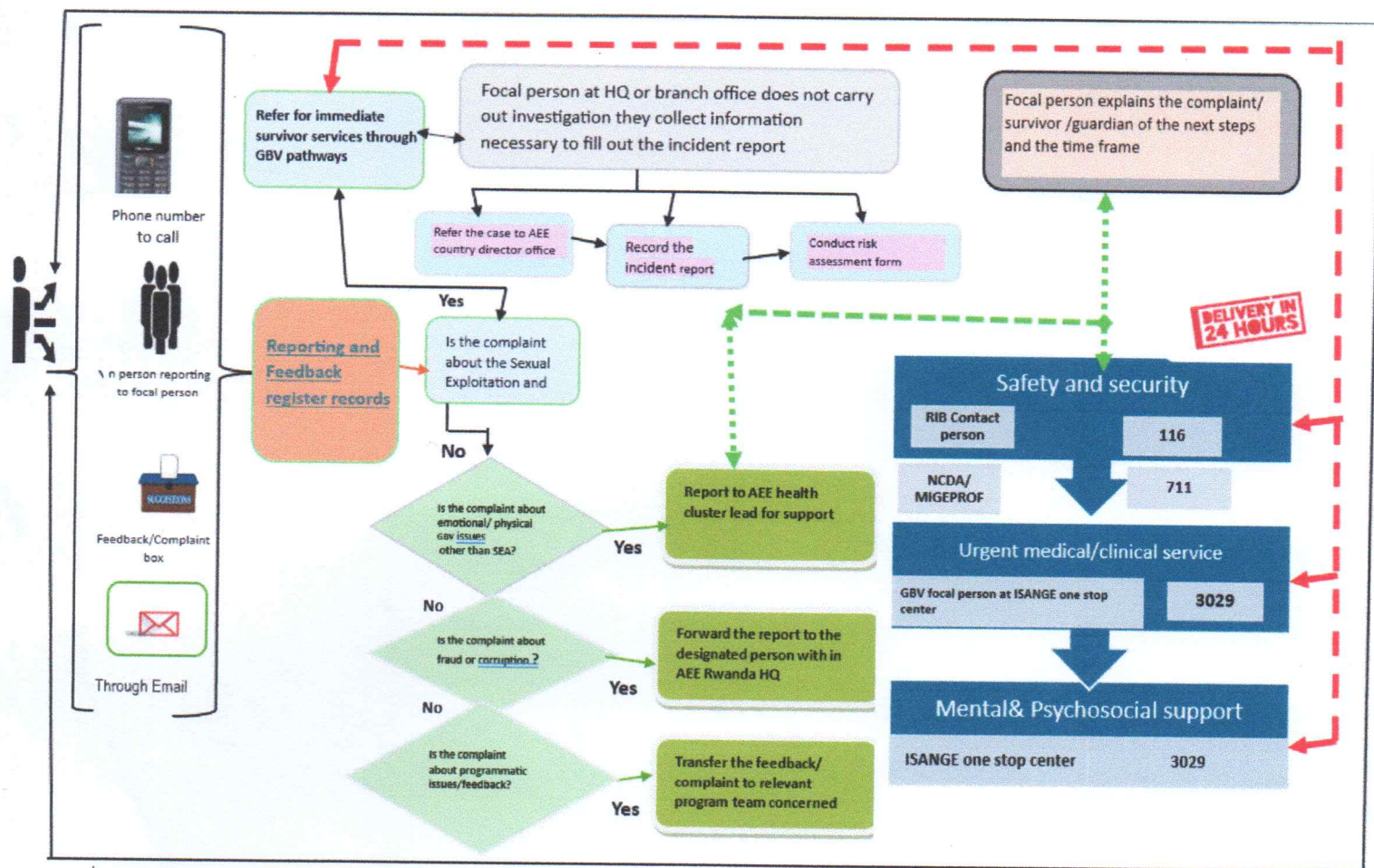
Phone No:Email: _____

Signature:

AEE Rwanda Safeguarding Behavior Protocols

- All Staff, volunteers, interns, consultants, visitors, donors, or sponsors of African Evangelistic Enterprise – Rwanda are expected to treat all children and vulnerable adults with respect and dignity. Sexual exploitation, sexual harassing, sexual abuse, sexually provocative, or demeaning language or behavior towards children and vulnerable adults will not be tolerated.
- Staff members are strongly encouraged to inform their immediate supervisors whenever discipline/behavior standards are not respected. Non-violent and non-humiliating discipline is encouraged.
- Whenever possible, it should be ensured that another adult is present when working in the proximity of children and vulnerable adults.
- Children will never be engaged in any form of sexual activities or acts. Adults will always be responsible for their behavior and cannot blame the child even if the child 'provokes' or acts in a 'seductive' way.
- Computers, mobile phones, video, and digital cameras will be used appropriately, and never be used as a mean to exploit or harass children and vulnerable adults or to access child and vulnerable adult pornography through any medium.
- Communities, children, and vulnerable adults with whom African Evangelistic Enterprise – Rwanda staff work with, will be informed of the protocols and will be assured that project support will not be discontinued if they report suspicious behavior. Similarly, staff will in any ways be dismissed/fired for having reported suspicious behavior.
- Where children are placed in communities, there will be careful screening and training of foster parents to ensure safe and adequate care will be given.
- The organization's safeguarding requirements are applicable to staff and affiliates both during and outside of work hours.

Annex 3 AEE Rwanda internal reporting process



Annex 4: External reporting process

