



FSD AFRICA

SAFEGUARDING POLICY

SAFEGUARDING OFFICER - TERMS OF REFERENCE

28 July 2020



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INTRODUCTION

FSD Africa has put in place various guidelines and procedures to safeguard employees, volunteers and associated persons from harm. At FSD Africa, our steadfast commitment to the highest ethical and business standards, as referred to in our Safeguarding Policy, underpins everything we do.

The Safeguarding Policy provides for the nomination of a Safeguarding Officer tasked with keeping track of, and addressing appropriately, any issues brought to her or his attention, escalating issues for resolution where necessary. She or he will assist management in the implementation of the Safeguarding Policy and especially the Director HR and Talent Management who is responsible and accountable for safeguarding standards including defining the safeguarding policies and procedures that must be in place.

ROLE OF SAFEGUARDING OFFICER

The role of the Safeguarding Officer is to:

- Work in concert with the Director HR and Talent Management to provide strategic oversight for all aspects of safeguarding work across FSD Africa and ensure our policy and procedures in respect of safeguarding are up to date and consistent with our funders' expectations, and effective in protecting FSD Africa's employees, volunteers and the vulnerable people with whom its work brings it into contact;
- Receive or identify, and respond to, safeguarding complaints or concerns and escalate these, as appropriate, in accordance with the escalation path outlined in the Safeguarding Policy;
- Provide assurance that the agreed Safeguarding Policy and procedures are being adhered to by FSD Africa employees and associated personnel, including but not limited to the following: partners, grantees, consultants, volunteers and contractors (together, "FSD Africa Personnel");
- Assist the Director HR and Talent Management with the recording of all incidents relating to safeguarding concerns and with reporting them to the FSD Africa Board on an annual basis (in an anonymised form);
- Conduct or facilitate safeguarding training and induction for FSD Africa Personnel;
- Work with the Director HR and Talent Management to provide support, advice and assistance to any member of FSD Africa Personnel who feels they may have been the victim of conduct of a sexual nature that has made that person feel offended, humiliated and/or intimidated;
- Where appropriate, support internal reviews and investigations into safeguarding concerns;
- Recommend improvements in FSD Africa working practices, systems and procedures to support effective safeguarding practice.

RESPONSIBILITIES

Safeguarding is a collective responsibility across FSD Africa, and each staff member is accountable for the successful implementation of the Safeguarding Policy.

Within this, the Safeguarding Officer's responsibilities are outlined as follows;

- To ensure implementation of the Safeguarding Policy, monitor the effectiveness and impact of the policy both internally and externally and recommend and implement improvements where needed;
- Use the Safeguarding Policy and procedures to ensure that safeguarding issues are considered and addressed at the appropriate level;
- Work in concert with the Director HR and Talent Management to ensure that the training programmes are in place to enable FSD Africa staff to fulfil their duties and responsibilities in relation to safeguarding;
- To ensure that FSD Africa responds appropriately to changes in relevant legislation regarding this policy;
- To provide input into the safeguarding reports (on specific safeguarding instances, if any, trends, internal implementation of the policy etc.);
- Promote positive safeguarding procedures and practice at FSD Africa;
- Oversee the receipt of information and offer advice about safeguarding concerns, maintaining secure records and taking appropriate action;
- To be familiar with the Safeguarding Policy and procedures and support in the orientation and training of FSD Africa new hires and staff;

SAFEGUARDING REPORTING

The Safeguarding Officer will support the Director HR and Talent Management in preparing an annual report to the FSD Africa Board in an anonymised form which will outline:

- a) A record of all incidents relating to safeguarding concerns. This report will be confidential and if any concerns or patterns of abuse emerge these will be dealt with appropriately.
- b) Safeguarding training and induction for FSD Africa personnel and staff
- c) Key activities on safeguarding within FSD Africa in the previous fiscal year
- d) Safeguarding Action Plan and budget for the next fiscal year

AUTHORITY

In respect of safeguarding matters, the Safeguarding Officer will report to the Director HR and Talent Management, who is responsible for safeguarding. To deliver this work the Safeguarding Officer will also work with staff across the pillars, communications and HR.

MEETINGS

The Safeguarding Officer will join safeguarding meeting to be held each quarter (or more often as needed) to be convened by the Director of HR and Talent Management.