

SAFEGUARDING POLICY



JUNE 2022

TAMALE, GHANA

INTRODUCTION

Savana Signatures (SavSign) envisions a society where all have access to tools that improve their livelihoods and quality of life. We approach this by working to initiate positive change among youth, women and vulnerable populations of Ghana, using innovative solutions to facilitate access to Sexual Reproductive Health and Rights (SRHR), Quality Education and Skills Development. We can break the cycle of poverty and improve health outcomes and general quality of life especially for young people and women by investing in these three basic areas of life.

Savana Signatures understands that working with various stakeholders with different interests, motivations and power could engender risks of harm and abuse to people. This calls for policies and procedures to protect people from Sexual Exploitation, Abuse and Harassment (PSEAH), discrimination, neglect, and other forms of harm to people, especially children, young people, persons with disabilities and other adults at risk.

Savana Signatures, through this safeguarding policy therefore accepts the responsibility to prevent such forms of abuse at its work place and programme communities and when they do occur, commits to provide an accessible complaints handling mechanism where survivors can report and receive the best form of care and support internally and externally from the relevant state institutions such as the Ghana Police Service, Department of Social Welfare, Commission on Human Rights and Administrative Justice (CHRAJ), Ghana Legal Aid and other human rights and welfare institutions.

Savana Signatures is equally aware of other national and international laws, conventions and protocols that protect the rights of people and will be guided by these laws in the implementation of this safeguarding policy. Particular attention will be paid to but not limited to the following:

- The 1992 Constitution of the Republic Ghana- “Fundamental Human Rights and Freedoms” chapter;
- The Persons with Disability Act, 2006 (Act 715);
- The Domestic Violence Act, 2007, (Act 732);
- The Mental Health Act, 2012 (Act 846);
- The Human Trafficking Act, 2005(Act 694);
- The Ghana Legal Aid Scheme Act, 1997 (Act 542);
- Ghana Data Protection Act, 2012, (Act 843);
- The Convention on the Elimination of all Forms of Discrimination against Women (CEDAW) ratified by Ghana in 1986;
- The Convention on the Rights of the Child (CRC), ratified by Ghana in 1990;
- The Convention Against Torture and other Cruel, Inhuman or Degrading Treatment or Punishment (CAT), ratified by Ghana in 2000;
- The Convention on the Elimination of All Forms of Racial Discrimination (CERD);
- The UN Secretary General’s Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13).

Whilst the ultimate responsibility for the approval of this policy rests with the **Savana Signatures'** Management and or Board of Directors, anyone including **Savana Signatures** staff, partners, beneficiaries and other collaborators can raise a concern or make a complaint to **Savana Signatures** about something they have experienced or witnessed without fear of retribution.

Savana Signatures acknowledges the technical assistance received from the Oxfam Ghana Office in the preparation of this safeguarding policy.

Policy objective: To promulgate policy of zero tolerance for sexual exploitation and abuse plus harassment (SEAH) for all **Savana Signatures** employees and related personnel and ensure that roles, responsibilities and expected standards of conduct in relation to SEAH are known within **Savana Signatures**. To create and maintain a safe environment, free from SEAH, by taking appropriate measures for this purpose internally and in the communities where **Savana Signatures** operates, through robust prevention and response work.

Purpose of Savana Signatures safeguarding policy:

The purpose of this policy is to ensure that **Savana Signatures'** activities are implemented in a safe and protective environment where harm, exploitation, abuse and harassment are effectively prevented as far as reasonably possible, and when they do occur are reported on and responded to effectively.

This policy does not cover Safeguarding concerns in the wider community not perpetrated by **Savana Signatures** or associated personnel, however, the concerns may be raised/reported to relevant institutions for appropriate action.

Targeted Audience: All **Savana Signatures** employees and related personnel.

Effective Date: 01/06/2022

Mandatory Revision Date: 01/01/2024

1. Policy statement

1.1. SEAH violates universally recognized international legal norms and standards and are unacceptable behaviours and prohibited conduct for all humanitarian workers, including **Savana Signatures employees and related personnel**.

1.2. **Savana Signatures** has a policy of zero tolerance towards SEA. All **Savana Signatures** employees and related personnel are always expected to uphold the highest standards of personal and professional conduct, and to provide humanitarian assistance and services in a manner that respects and fosters the rights of beneficiaries and other vulnerable members of the local communities.

2. Scope of application

- 2.1. This policy sets out **Savana Signatures'** approach to prevent and respond to SEAH. The policy applies to all employees and related personnel, both on-and off-duty.

3.0. Definitions of Key Terms in this Safeguarding Policy

Safeguarding is required in several areas of an organisation's life. Terminologies used in organisations are sometimes context specific or based on country laws or the mission of the organization. The definition of the key terms used in this safeguarding policy is therefore to help establish a common ground for the interpretation and use of this policy document across the organization and with its constituents.

3.1. Safeguarding

Safeguarding in the context of **Savana Signatures** means taking all reasonable steps to create a safe environment for staff, partners and collaborators. It entails preventing sexual exploitation, abuse and harassment and other forms of harm from occurring especially to vulnerable populations including children, persons with disabilities and other adults at risk. It involves ethical and professional relations with our projects and programme beneficiaries and partners. It covers the mechanisms available for receiving complaints, acting expeditiously on complainants and providing support and care to survivors.

3.2. Safeguarding Concern

A safeguarding concern refers to acts and behaviours that threaten the safety or well-being of a child or an adult. It could be something seen or heard, or information that has been given to them. A safeguarding concern can involve a **Savana Signatures** employee or representative, or a representative from another organisation, endangering the safety or wellbeing of others.

3.3. Safe Programming

Safe programming refers to:

- Programmes and projects delivered by 'safe' staff, partners and other stakeholders;
- Programmes and projects delivered on the rights and needs identified with beneficiaries (within **Savana Signatures'** remit) to achieve positive outcomes, minimising opportunities for exploitation, abuse or harassment within communities, and from development workers;
- Programmes and projects do no harm to children, vulnerable adults or other beneficiaries—they are designed, implemented, monitored and evaluated using a risk management approach, identifying and minimising risk.

3.4. Adult at risk

Sometimes also referred to as vulnerable adult. This is a person who is or may be in need of care by reason of mental or other disability, age or illness, economic deprivation, social exclusion and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation. Examples include single mothers, persons living with HIV, aged, widows, alleged witches, landless people, internally displaced people, ethnic minorities e.g Fulanis in Ghana etc.

3.5. Child abuse

A child is defined as anyone under 18 years. Common forms of child abuse includes physical, sexual, emotional and financial exploitation.

3.6. Discrimination

Discrimination involves the practice of treating an individual or a group of people in society less fairly than others or more favourably than others based on their particular characteristics for instance ethnicity, creed, educational attainment, age, gender or other attributes.

3.7. Harm

This refers to the psychological, physical and any other infringement on the rights of a person.

3.8. Protection from Sexual Exploitation, Abuse and Harassment (PSEAH)

PSEAH is a term used by the humanitarian and development community to refer to the prevention of sexual exploitation, abuse and harassment of affected populations by staff or associated personnel. The term is derived from the United Nations Secretary General's Bulletin on Special Measures for the Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13).

3.9. Sexual Exploitation

For the purposes of this policy the term '**sexual exploitation**' means 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.

3.10. Sexual Abuse

Similarly, the term '**sexual abuse**' means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

3.11. Sexual Harassment

Sexual harassment refers to an unwanted conduct of a sexual nature. It can be directed towards one person, groups of people or towards everyone and can occur as a one-off incident or be a pattern of harmful behaviour. Anyone can experience sexual harassment, and **Savana Signatures** recognises the specific and varied challenges faced by women, men and others when experiencing it. The effect of sexual harassment is that it violates the dignity of another person, and creates an intimidating, hostile, degrading, humiliating or offensive environment for them and others. Sexual harassment can take many forms, including (but not limited to):

- **Verbal** comments of a sexual nature, such as remarks about an employee's appearance, questions about their sex life or offensive jokes;
- **Non-verbal** such as displaying pornographic or explicit images, staring, sexual gestures or written comments of a sexual nature which are offensive or inappropriate;
- **Physical** such as unwanted physical contact, touching, and assault (this includes attempts and threats to do these things).

When addressing allegations of sexual harassment, **Savana Signatures** is concerned with the impact of the behaviours on the complainant, not the intention of the person accused. An action or behaviour can still be considered sexual harassment even if the alleged harasser didn't intend for it to be harmful. All workers are protected from sexual harassment in the workplace. This protection is backed by both the labour law and criminal law of Ghana.

3.12. Survivor

The person who has been abused or exploited. The term 'survivor' is often used in preference to 'victim' as it implies strength, resilience and the capacity to survive, however it is the individual's choice how they wish to identify themselves.

4. Commitment to PSEAH

4.1. **Savana Signatures** will make every effort to create and maintain a safe environment, free from SEAH, and shall take appropriate measures for this purpose in the communities where it operates, through a robust PSEAH framework, including prevention and response measures.

4.2. This PSEAH framework, affirms **Savana Signatures** commitment to the UN Secretary General's Bulletin on Special Measures for protection from sexual exploitation and sexual abuse (ST/SGB/2003/13) acts of gross misconduct and are therefore grounds for termination of employment.

5. Six core principles

5.1. SEAH by **Savana Signatures** employees and related personnel constitute acts of gross misconduct and are grounds for termination of employment/engagement.

5.2. Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of maturity or age of consent locally.

5.3. Exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited. This includes exchange of assistance that is due to beneficiaries.

5.4. Any sexual relationship between **Savana Signatures** employees or related personnel and beneficiaries of assistance or other vulnerable members of the local community that involves improper use of rank or position is prohibited. Such relationships undermine the credibility and integrity of development work.

5.5. Where **Savana Signatures** employee or related personnel develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same organization or not, he or she must report such concerns via established reporting mechanisms.

5.6. All **Savana Signatures** employees and related personnel are obliged to create and maintain an environment which prevents SEAH - **do no harm** and promotes the implementation of this policy. Managers at all levels have responsibilities to support and develop systems which maintain this environment.

6. PSEAH framework

6.1. Prevention:

6.1.1. Vetting: **Savana Signatures** will systematically vet all prospective job candidates in accordance with established screening procedures.

6.1.2. Training: **Savana Signatures** will hold mandatory induction and refresher trainings for all employees and related personnel on the Organization's SEAH policy and procedures, **Savana Signatures** Child protection Policy, and **Savana Signatures** Gender Policy.

6.2. RESPONSE:

6.2.1. Reporting: **Savana Signatures** shall develop a safe, confidential and accessible mechanisms and procedures for personnel, beneficiaries and communities, including children, to report SEA allegations.

6.2.2. Investigation: **Savana Signatures** shall put in place and implement a process for investigation of SEAH allegations and shall properly and without delay conduct an investigation of SEAH by its employees or related personnel or refer to a proper investigative body if the perpetrator is affiliated with another entity.

6.2.3. Referral to National Authorities: If, after proper investigation, there is evidence to support allegations of SEAH, these cases may be referred to national authorities for criminal prosecution.

6.2.4. Survivor assistance: **Savana Signatures** shall promptly refer SEAH survivors to available services, based on their needs and consent.

6.3. Cooperative arrangements:

6.3.1. All **Savana Signatures** contracts and partnership agreements include a standard clause requiring contractors, suppliers, consultants and sub-partners to commit to a zero-tolerance policy on SEA and to take measures to prevent and respond to SEA.

6.3.2. The failure of those entities or individuals to take preventive measures against SEA, to investigate allegations thereof, or to take corrective action when SEA has occurred, shall constitute grounds for termination of any cooperative arrangement.

7. Savana Signatures Core Safeguarding Principles

The commitment of Savana Signatures to prevent, report and respond to safeguarding concerns related to its staff, management, board, partners and other representatives is based on eight principles as outlined below:

Table 7.1. Savana Signatures Core Safeguarding Principles

Safeguarding principle	Explanation
1. Prevention	We shall operate with the principle that is better to take action before harm occurs.
2. Survivor led	We shall be guided by the principle of listening to survivors and being led by their wishes where it is possible and appropriate to do so.
3. Non-directive	We aim to empower survivors and complainants by helping them explore their options in safe ways without imposing our own opinions.
4. Non-judgmental	We will never judge survivors or complainants for their actions or decisions.
5. Confidentiality	We shall be guided by the principle of confidentiality when carrying out our work. Information received will not be shared outside the team or the organization unless we believe that someone is in danger or a child has been or may be harmed, or the support service is outside the organization.
6. Independent investigations	Through our Management Team, we shall receive concerns and depending on the nature of the concern may refer it to an external expert to conduct the investigations, otherwise we shall carry out independent and discrete investigations, recognizing the rights and duty of care to everyone involved, including the complainant or survivor, witnesses and the person accused.
7. Commitment to good practice	We shall always strive to offer the best service possible, and be open to feedback and continual learning.
8. Accountability	We shall be guided by the principles of accountability and transparency in delivering safeguarding.

8. Roles and Responsibilities

Safeguarding at Savana Signatures is a concern for everyone. All employees and representatives are obliged to create and maintain a conducive and safe environment for the

conduct of business. Everyone at Savana Signatures has the responsibility of preventing harm and abuse from happening, reporting cases of abuse and human rights violations promptly to the designated officers and responding to complaints of harm and abuse timeously, transparently and honestly. The specific roles and responsibilities of the various people in the organizational structure of Savana Signatures are outlined in Table 8.1.

Table 8.1. Safeguarding Roles and Responsibilities of Savana Signatures' Organizational Actors

Organisational Hierarchy	Roles and Responsibilities
1. Board of Directors	<ul style="list-style-type: none"> 1.1. The Savana Signatures Board of Directors is responsible for approving this Policy; 1.2. Where the Executive Director is an alleged perpetrator of a safeguarding concern, the Board of Directors shall be responsible for investigating and sanctioning him or her; 1.3. Where a Board member is an alleged perpetrator, the rest of the Board members will trigger the required investigations and base on the outcome apply appropriate sanctions to him/her; 1.4 All Board Members are required to adhere to this policy.
2. Management	<ul style="list-style-type: none"> 2.1. The Executive Director and members of the management team, hold overall accountability for the implementation of this policy; 2.2. They are responsible for reviewing and updating this policy annually in consultation with staff, and in line with the country legislation and its own organizational imperatives; 2.2. They are responsible for organizing safeguarding orientation for new staff/consultants/partners 2.3. They are responsible for appointing a Safeguarding Focal Person(s) (SFPs); 2.4. The SFP(s) shall be responsible for providing training and support to all staff on this safeguarding policy; 2.5. All management team members are required to adhere to this policy.
3. Employees	<ul style="list-style-type: none"> 3.1. It shall be mandatory of all employees of Savana Signatures to participate in safeguarding trainings/refresher trainings without fail. Failure to avail oneself for safeguarding training is subject to disciplinary sanctions by management. 3.2. All employees of Savana Signatures are required to read and adhere to all the provisions in this safeguarding policy; 3.3. All employees are obliged to report any suspicion of bullying, sexual exploitation, abuse or harassment of others; 3.4. Failure to report any suspicion of abuse relating to someone else is a breach of Savana Signatures' safeguarding policy, and could lead to disciplinary action against such an employee

4. Consultants/interns/partners

4.1. All consultants/interns/partners shall be oriented on this safeguarding policy and shall sign up to its total implementation and or observance in the discharge of their duties in Savana Signatures

9.0 Savana Signatures Complaints Mechanism

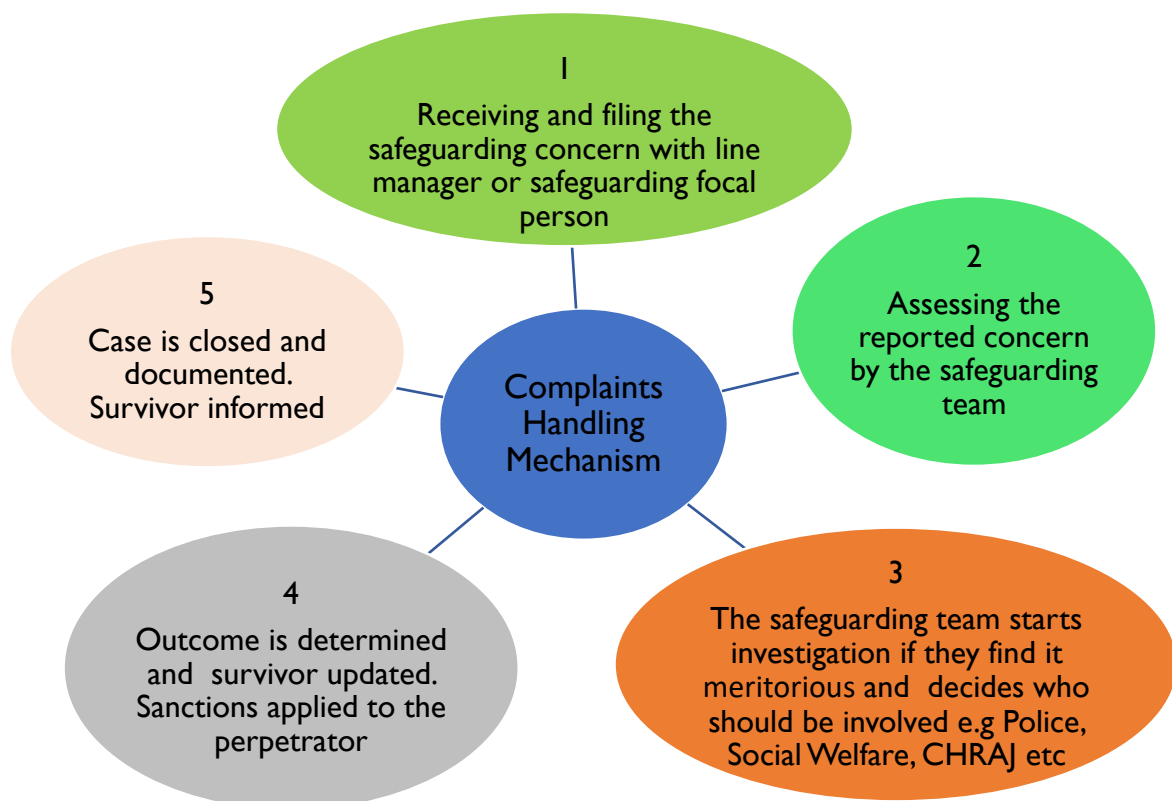
The purpose of the complaints handling mechanism is to ensure Savana Signatures acts swiftly to investigate and conclude all safeguarding concerns. However, the timeline may vary depending on the nature and complexity of the complaint.

The Savana Signatures complaints handling mechanism involves these five phases:

- 1) reporting the incident; 2) assessing the incident; 3) investigating the incident; 4) communicating the outcome; 5) closing the case.

This framework is represented in Figure 9.1.

Figure 9.1 Complaints Handling Procedure



10.0 SAVANA SIGNATURES' procedures for raising safeguarding concerns

Staff members who have a complaint or concern relating to safeguarding shall report it immediately to the Safeguarding Focal Person(s) or line supervisor/manager either verbally or in writing. If the staff member does not feel comfortable reporting to their line supervisor/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 Head of Programmes or Executive Director.

If an allegation is made against you, then you must inform your line manager immediately. This involves creating a signed and dated record of the details as you know them and sending a copy of the report to HR Manager. All those accused will be treated with respect and all allegations shall be treated confidentially. Key contacts for handling safeguarding concerns at Savana Signatures is provided below:

Table 10.1. Key Contacts for handling safeguarding concerns

Position	Contact
1. Executive Director	Email: steve@savsign.org Mobile: 0244421532
2. Safeguarding Focal Person	Email: rahana@savsign.org Mobile: 0244363022
3. Programme Manager	Email: Emefa@savsign.org Mobile: 0243601588
4. Savana Signatures' Whistle blowing address	info@savsign.org Toll Free # 0800001122

10.2 Safeguarding concerns raised by employees or associates of Savana Signatures

Employees, volunteers and contracted staff of Savana Signatures who believe they are being harassed, bullied, exploited or abused are required to follow the procedures below to report their concern:

1. Record the incident clearly (see annex 1 for sample incident form);
2. Communicate to the perpetrator that their behaviour is not welcome and that it offends or upsets. If this is not possible, they should talk to any of the following: their Safeguarding focal person, line manager or HR Manager. This should be in a written form;
3. If the intervention of the designated officer resolves the issue amicably it closes at that point but documented for future monitoring;
4. If the matter cannot be resolved informally, the case will be thoroughly investigated and the allegation if proven, the formal disciplinary actions applied as per the HR Policy Manual.

10.3. Safeguarding concerns raised against employees or associates of Savana Signatures

If an employee of a contractor/partner believes they are being harassed, bullied or abused by a Savana Signatures' employee, intern or volunteer, they should:

1. Ask their line manager to notify the designated Savana Signatures person managing that project or relationship in writing;
2. The Savana Signatures manager will cause the complaint to be investigated;
3. The Savana Signatures manager shall inform the partner organisation manager of the outcome and sanctions;
4. The partner line manager will be required to communicate the outcome and sanctions to the survivor and Savana Signatures;
5. If the employee of the partner organization is unhappy with the outcome of the investigation, he/she will need to raise it using the internal procedures of his/her own employer to reopen the case.

10.4. Safeguarding concerns by Savana Signatures employees, consultants, interns and volunteers against partner staff

If the alleged perpetrator is an employee of a partner organization, the following procedures will be followed:

1. The Savana Signatures employee should inform his/her manager;
2. The line manager of the complainant will notify the Savana Signatures staff managing the partner projects or relationship;
3. The Savana Signatures manager will bring it to the attention of the partner organisation ensuring that they instigate their own investigation and disciplinary procedures if appropriate;
4. The investigation report and any further actions taken by the partner organization should be fed back to the Savana Signatures Manager;
5. The Savana Signatures Manager then communicates the outcome and sanctions to the survivor;
6. If the Savana Signatures employee or volunteer is unhappy with the outcome of the partner organisation procedures, they should discuss the issue with the Savana Signatures Manager;
7. The Savana Signatures Manager will then take appropriate action, e.g. escalate the matter within the partner organisation.

10.5. Savana Signatures procedures for responding to safeguarding complaints

Savana Signatures is committed to responding to all cases of abuse and harm to its staff, partners and collaborators. Savana Signatures will use both internal and external mechanisms to respond appropriately to safeguarding concerns swiftly and in the best interest of the survivor.

10.5.1. Internal Response

When a complaint or concern has been raised, it must be referred within 24 hours to the Savana Signatures Safeguarding Team. This can be done on behalf of somebody else, and may only involve a suspicion.

Within a maximum period of 72-hours of receiving a complaint or concern, Savana Signatures Safeguarding Team must convene a case meeting and a formal acknowledgement of receipt of the complaint sent to the complainant within the 72-hour period.

In situations of suspected cases of child or vulnerable adult abuse, Savana Signatures will refer the complaint to the local statutory authorities where possible such the Ghana Police Service, Department of Social Welfare, CHRAJ and Ghana Health Service to deal with the complainant as provided by the laws of Ghana.

The decision about whether to refer to local police or social welfare in other cases is made by the person who it is alleged has been the subject of abuse (“the victim/survivor” - who may or may not be the complainant). Savana Signatures approach will always be to comply with reporting obligations under the laws of Ghana, as long as there is consent from the survivor to do so. If someone’s life is in danger or the matter relates in any way to a child or adult at risk, then some decisions may have to be taken by Savana Signatures (for example, to contact the Police). This recognises that the principle of being survivor led must be balanced against risk and protection of vulnerable groups in every instance. If the victim/survivor is a child or adult at risk, then decisions about their welfare may have to be made by others. However, as far as is possible and appropriate they will be engaged in the conversation about their own welfare.

Savana Signatures shall ensure confidentiality is maintained throughout the complaints process by all staff and witnesses. Staff members who breach confidentiality will be subjected to disciplinary action, with the possibility of termination of employment. In some cases, such breaches constitute breaking the law.

10.5.2 Responding to Complaints about Savana Signatures Partners

If Savana Signatures receives a complaint about a partner organisation, Savana Signatures will expect the partner to respond quickly and appropriately. This includes assisting the partner to exercise its obligations under the local law by referring the matter to the police or other statutory authorities for criminal investigation.

If the outcome is that abuse has occurred, ongoing work with the partner should not involve the individual(s) concerned.

If Savana Signatures has reason to believe that an allegation of abuse has been dealt with inappropriately by a partner, then they risk withdrawal of funding or ending the relationship, including their membership of networks and consortia managed by Savana Signatures.

10.5.3. Savana Signatures support and Care to Survivors

Savana Signatures 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). The survivor will lead decisions regarding support required. The Safeguarding Focal Person and line manager of the survivor, if they are not the alleged perpetrators shall be the appropriate persons to contact for such support and care. The support could be linking the survivor to appropriate institutions or organisations in country for support.

11.0. Savana Signatures Commitment to Safe Recruitment

Savana Signatures is committed to recruiting staff, consultants, interns, volunteers and other representatives safely. All staff interviews and references must address safeguarding and equality requirements and attitudes in line with the Recruitment Policy. Recruitment of staff for roles which requires that the work with adults at risk and children to include the following:

- Asking the applicants to disclose all criminal convictions in keeping with the parameters of local employment law;
- Not offering volunteering opportunities to anyone with spent or unspent convictions for sexual offences or any form of vulnerable adult abuse;
- Checking the references of the applicants to determine whether they have previous records of child and vulnerable adults abuse or not;
- Asking the applicants to start work only upon receipt of satisfactory reports from referees and other employee reference bureaus.

12.0. Ethical use of Data

In order to protect the personal data of children and adults at risk, Savana Signatures staff must adhere to the Ghana Data Protection Act, 2012, Act 843. Savana Signatures shall adhere to all the provisions and protocols detailed in the Act for the collection of research and baseline data, seeking informed consent, use of information, ethical photography and sharing information especially concerning children and adults at risk. Where staff and representatives of Savana Signatures are in doubt or dispute with regards to the use of individual's data, the Safeguarding Focal Person must be contacted who reserves the right to escalate the request to management for a decision to be made. Statement of consent form must be signed before any picture/image/voice recording is taken of any person. In the case of children, any of the parents, guardian of teacher/headteacher can sign on their behalf.

13.0. Savana Signatures Commitment to Safeguarding Training

Savana Signatures shall ensure regular and mandatory training/refresher training on safeguarding is organized for all staff and representatives. The training will focus on preventing cases of abuse, reporting and responding to safeguarding concerns as outlined in this policy document and related policy documents such as recruitment policy, gender and policy and others. A critical aspect of the safeguarding training will be on safe programming and how to mainstream safeguarding across the organization. All newly recruited staff and consultants shall receive a training or orientation on the Savana Signatures safeguarding policy.

14.0 Breaches of this Safeguarding Policy

Breaches of the Policy will not be tolerated and may result in disciplinary procedures, change of duties, termination of employment or relationship, and possible legal proceedings, for Savana Signatures staff, contractors, volunteers or people working in Savana Signatures' name.

Savana Signatures will take action against anyone, whether they are the subject of a complaint or not, who seeks to or carries out retaliatory action (such as, but not limited to, harassment, intimidation, unfair disciplinary action or victimisation) against complainants, survivors or other witnesses. Employees who are found to do this will be subject to disciplinary action, up to and including termination of employment. Others who work with Savana Signatures may have their relationship with Savana Signatures terminated.

If a Savana Signatures employee is found to have made an allegation that they knew to be false, they will be subject to disciplinary action, up to and including termination of employment. Others who work on behalf of Savana Signatures will be subject to action that may result in the termination of their relationship with Savana Signatures.

15.0. APPENDICES

- i. Safeguarding Incident Report Form**
- ii. Child safeguarding policy**
- iii. Gender safeguarding policy**
- iv. Code of conduct**
- v. Relevant Statutory policies cited in this policy**
- vi. Phot/Video consent form**

Appendix A

This form will be used to report any incident of safeguarding



Your Name*	
Position	
Place of Work	
Contact Number	
Details of Allegation or Suspicion stated	
Physical observations of the complainant	
Any evidence or proof of issue observed	
Date & time of Disclosure	
Date & time of Incident	

Appendix B

Consent Form



Photo Consent and Release Form

Without expectation of compensation or other remuneration, now or in the future, I hereby give my consent to [legal entity/organization], its affiliates and agents, to use my image and likeness and/or any interview statements from me in its publications, advertising or other media activities (including the Internet). This consent includes, but is not limited to:

- a) Permission to interview, film, photograph, tape, or otherwise make a video reproduction of me and/or record my voice;
- b) Permission to use my name; and
- c) Permission to use quotes from the interview(s) (or excerpts of such quotes), the film, photograph(s), tape(s) or reproduction(s) of me, and/or recording of my voice, in part or in whole, in its publications, in newspapers, magazines and other print media, on television, radio and electronic media (including the Internet), in theatrical media and/or in mailings for educational and awareness.

This consent is given in perpetuity, and does not require prior approval by me.

Name:

Signature:

Address:

Date:

The below signed parent or legal guardian of the above-named minor child hereby consents to and gives permission to the above on behalf of such minor child.

Signature of Parent

Name of Parent

or Legal Guardian:

or Legal Guardian:

The following is required if the consent form has to be read to the parent/legal guardian:

I certify that I have read this consent form in full to the parent/legal guardian whose signature appears above.

Date

Name & signature of Organizational Representative