

Restless Development’s Commitment to Safeguarding

What do we mean by safeguarding?

We do not want any of the people we work with to be harmed or abused by anyone connected to Restless Development. Safeguarding is the word we use to describe all of the standards and rules we have in place to protect people from harm and abuse and the action we take when harm or abuse is reported to us.

What we want you to know:

1. Our priority is the welfare and safety of the people we reach through our work during
2. We have put measures in place to ensure our work does not cause harm
3. Staff, volunteers, young people who access our programmes and the people in the communities we work **have a right to report** any harmful incident or inappropriate behaviour involving our staff or volunteers
4. All of the services we provide are **free**
5. We have a very strict way of dealing with the concerns we hear about
6. Staff and volunteers are expected to work to the principles of humanity, impartiality, dignity for all and respect.
7. All persons regardless of age, gender, religion, ethnicity etc have the right to be safe from harm and abuse.
8. Any concerns you have that a volunteer, child, young person or community member is being harmed by someone linked to us should be reported to us.
9. Concerns and complaints will still be addressed if you cannot report immediately and or if they happened in the past.

The types of harm and abuse we forbid is:

Physical and domestic abuse	Sexual abuse and exploitation
Emotional abuse	Bullying & harassment
Discriminatory abuse	Modern day slavery or forced labour
Female genital mutilation (FGM)	Child marriage
Financial abuse	Abuse which happens online

Prohibited behaviours for staff and volunteers: All staff and volunteers are required to agree to the following prohibited behaviours:

1. No sexual activity with anyone under the age of 18.
2. Do not sexually abuse or exploit children, young people and adults.
3. Do not hit or physically assault a child, young person, or adult.
4. Put a child, young person, or adults at risk of harm.
5. No sexual activity with a community member.
6. No staff to have a sexual relationship with a volunteer.
7. Not to use their position of power to take unfair advantage of a volunteer or community member.

All of the programmes Restless Development runs are free to join. If you are asked to exchange money or sexual favours for our programmes, report it immediately to us.

Anyone can share a concern they have with Restless Development including:

- Staff, volunteers and the young people who access the programme we deliver
- Parents, aunties, uncles, brothers, sisters or friends and local leaders
- Young people who live in the area where Restless Development works
- People within the communities or organisations where we work (teachers, staff and other volunteers).

How can you report a concern or make a complaint:

First option- You may raise the concern with the country safeguarding the focal person who will then complete a Cause for Concern (CfC) form. Case management will then be monitored in collaboration with the Senior Safeguarding Manager until it is closed.

Safeguarding person's

- ☐ mobile number: +255754570159
- ☐ Email: Samwel@restlessdevelopment.or.tz

Second option- In case you are not sure if the incident is a concern, report to your line manager or else depending on issues' seriousness, you may report to the Hub Director.

Hub Director's

- ☐ mobile number: +255745444409
- ☐ Email; Haika@restlessdevelopment.or.tz

Third option- We have the confidential whistleblowing service, if you would not like to be known, or are uncomfortable to report internally, we have external reporting procedures, you can send a confidential email at : confidential@restlessdevelopment.or.tz

What do you need to tell us: you will need to tell us your name, contact details and information about the concern or complaint including the date and time, names of people involved and a brief outline of the incident. This information helps us to help you!

What will happen: Once we receive the information we will get in touch with you to confirm the information you give us. We will then decide the next steps and inform you of the action we are going to take. We aim to inform you of the action we plan to take within 48 hours - if we do not reach you in this time we will explain why.

Confidentiality and safety: Your safety and confidentiality is a priority. Restless Development staff will not tell anyone in your community that you have made a report. We will need to discuss the information you give us internally. Information will only be shared with people who can help make the best decisions on the course of action we need to take. You will be protected against any form of retaliation from people involved.

If a crime has been or is about to be committed we may need to inform an external agency, we will discuss this with you if this is the case.

Advice to help us make sure your concern is handled to the highest standard:

- Only tell us what you have seen or heard
- Report as soon as you can but only when it is safe
- Report to us, even if you think it is not very important - we will help you decide
- Chatting or gossiping about it may cause further harm to those involved
- Making your own enquiries could put you in harms way

Remember: You do not have to prove the validity of the concern or complaint that you raise or to investigate it. Your responsibility is to help us minimise the risk of harm by reporting it to us. We will involve you throughout the process of the concern.