



**PROCEDURES AND PROTOCOL OF THE JESUITS CONFERENCE OF AFRICA AND MADAGASCAR ON  
SAFEGUARDING CHILDREN AND VULNERABLE ADULTS - 2023**

## **SCOPE AND PURPOSE OF THE PROCEDURES/PROTOCOL**

This Protocol applies to concerns and allegations relating to JCAM employees, officials, volunteers, collaborators, consultants, and partners on permanent and temporary engagement in the Secretariat. This Protocol applies alongside the local legislation except where the latter is inadequate. Concerns and allegations relating to persons not within the JCAM structure will be reported to and dealt with by the civil authorities as appropriate.

This Protocol lays out the commitment of JCAM to create and sustain a safe environment for children and vulnerable adults and provides guidelines for ensuring effective action is taken on all concerns.

## **RESPONDING TO CONCERNS OR COMPLAINTS OF ABUSE**

Everyone within JCAM must report all concerns or complaints of abuse of children and vulnerable adults that they become aware of. Such concerns should be reported immediately to the Designated Officer. Under no circumstances should a child or vulnerable adult be left in a situation that exposes them to harm or risk of harm, and every effort must be made to ensure that this does not happen.

Reports of concerns or alleged abuse may also be made by any other person with such information, verbally or in writing, to the **Designated Officer**:

Miss Anastasia Makunu

Phone: +254 720623973

Email: [childprotection@jesuits.africa](mailto:childprotection@jesuits.africa)

## **SAFEGUARDING STRUCTURES**

Two official structures are established to deal with safeguarding concerns within the JCAM Secretariat: (a) The Designated Officer and (d) the Safeguarding Committee.

The President appoints the Safeguarding Committee, including the Designated Officer and two other persons.

The person most directly responsible for the implementation of this Safeguarding Policy is the Designated Officer. However, all employees, officials, volunteers, collaborators, consultants, partners and members of the Society are made aware that they, too, must prevent any harm coming to any child in contact with JCAM and are equally duty-bound to report any suspected abuse or neglect to the Designated Officer.

## **ROLES**

### **THE DESIGNATED OFFICER**

- a) Receives all reports concerning abuse of children and vulnerable adults by employees, officials, volunteers, collaborators, consultants, partners, and members of the Society within JCAM. The Designated Officer must record all reports in the reporting template (*Appendix I*) for consistency.
- b) Liaises with the Safeguarding Committee on all reported concerns/allegations for advice and guidance.
- c) Implements decisions made by the Safeguarding Committee, including reporting to the civil authorities.
- d) Maintains safeguarding files and reports within JCAM securely, with an official log of all actions, events and information dated and signed by the authors.
- e) Explains JCAM procedures to the complainant, that is, the person making a charge, reporting an accusation, or raising concerns regarding a safeguarding issue.
- f) Contacts appropriate services, e.g., medical and psychological counselling, when a child or a vulnerable adult is in immediate need of assistance and help.

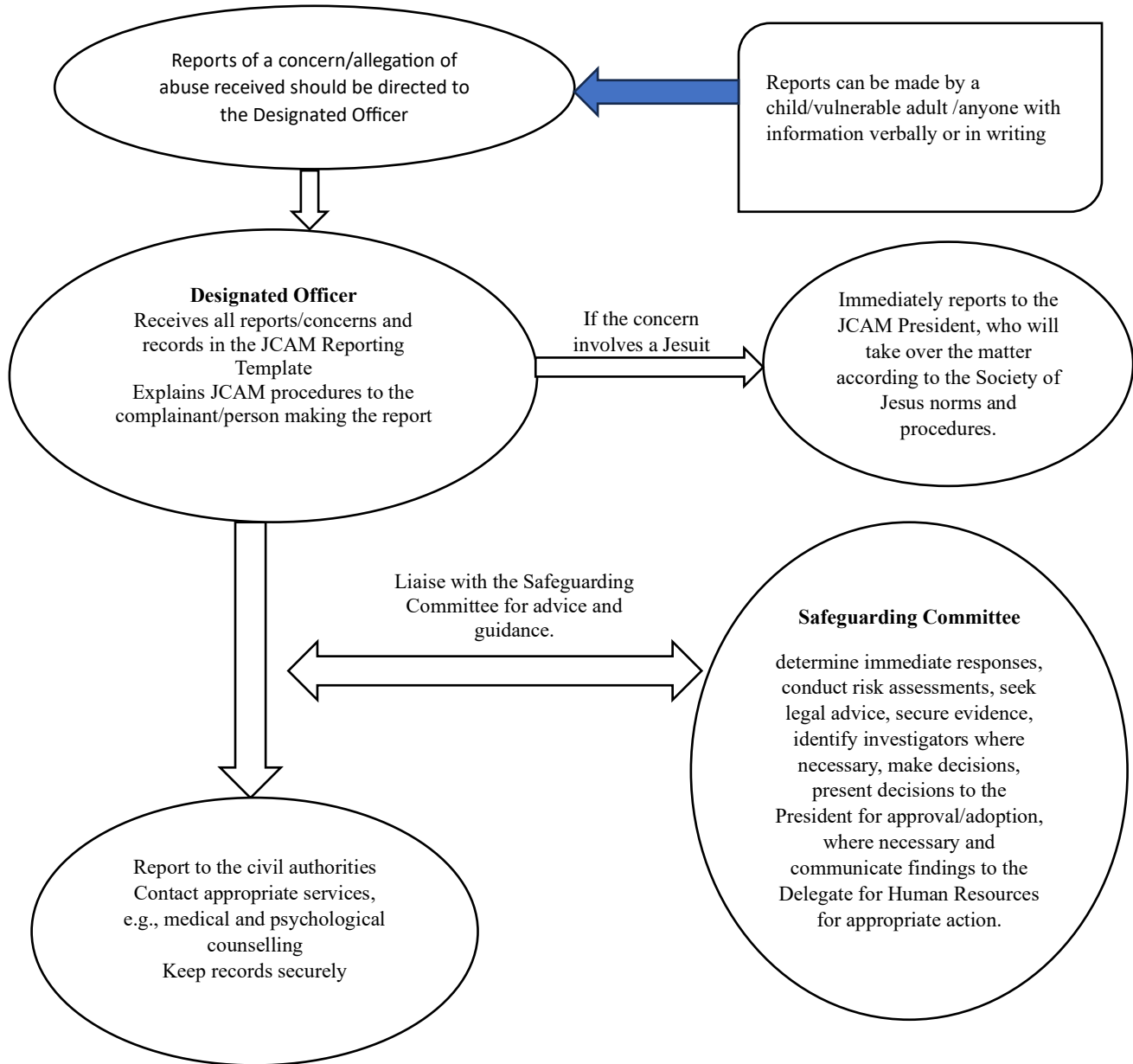
## **THE SAFEGUARDING COMMITTEE**

When the Designated Officer receives a report of a concern or allegation of abuse concerning an employee, official, volunteer, collaborator, consultant, partner, or member of the Society, she will immediately inform the Safeguarding Committee. The role of the Committee (in consultation with the President) is to:

- a) Analyse the report and determine immediate responses, including reporting the matter to the civil authorities.
- b) Conduct a risk assessment, identify investigators where necessary, seek legal advice, and ensure evidence is secured, e.g., documents, communication records and witnesses to be interviewed.
- c) Where an internal investigation will be deemed necessary (especially where concerns remain or where disciplinary action needs to be considered), the Committee will develop the terms of reference for the investigators and provide essential support to them. In any given case, there must be two (2) investigators.
- d) Receive the investigation report once completed and decide based on the outcome of the investigation. The decision will be presented to the President for formal approval and adoption.
- e) Communicate the decision to the Delegate for Human Resources, if necessary, for appropriate action.

**NB:** A safeguarding investigation is an internal fact-finding process that does not replace criminal investigations that the civil authorities/the police may undertake in any given case. All responses to reported concerns and allegations must comply with the requirements of both civil and ecclesiastical laws.

## REPORTING FLOWCHART



## **CONFIDENTIALITY AND DATA PROTECTION**

JCAM recognises the right to privacy of parties involved in an alleged abuse claim, and therefore, confidentiality is required of both the Designated Officer and members of the Safeguarding Committee. In principle, therefore:

- a. The Designated Officer and members of the Safeguarding Committee have a strict obligation to observe the confidentiality of all reports and matters they handle.
- b. Information on reported concerns/allegations should only be disclosed on a 'need-to-know basis.'
- c. All records must be locked securely and accessible to authorised personnel only.
- d. Names of parties and witnesses in reports must be anonymised to protect their privacy.
- e. Documents relating to cases and concerns must be stored in accordance with relevant national and church laws.
- f. Actual breaches of confidentiality will be subject to investigation and disciplinary procedures.

## **CARE FOR THE SURVIVOR**

It is essential to ensure appropriate care is accorded to the survivor, their family and others who may have been affected by a verified case of abuse. As such, pastoral care will be considered and offered as appropriate with the consent of the survivor and the family.

## **MANAGEMENT OF THE ALLEGED RESPONDENT**

The alleged respondent has the right to a presumption of innocence in accordance with the law until their guilt or the contrary is established in judicial proceedings or any other official process.

Where the claim is confirmed following the process(es) stated in this policy and or through civil judicial proceedings, the respondent will be held accountable for their abusive behaviour. The management and support to be accorded to them will be guided by both civil law, the Society of Jesus Statutes, and ecclesiastical law for lay and religious staff as appropriate.

If a claim is declared unfounded, necessary steps will be taken to restore the good name of the person falsely accused. Appropriate measures may also be taken against someone who makes deliberate false allegations.

## APPENDICES

### Appendix 1: REPORTING TEMPLATE

1. Date of disclosure/concern:
  - Time of disclosure/concern:
  - How was the information received? By telephone, letter, email or in person? (Attach any written communication to this form.)
2. Details of the person making disclosure/raising concern
  - Name:
  - Address:
  - Tel:
  - Mobile:
  - Email:
  - Relationship to the child or alleged survivor
3. Details of the child, vulnerable adult, or alleged survivor
  - Name:
  - Date of birth:
  - Address:
  - Tel:
  - Mobile:
  - Ethnic origin:
  - Language (is interpreter/signed needed):
  - Disability /Special needs:
4. Parent /guardian details (where appropriate)
  - Name:
  - Address (if different from above):
  - Tel:
  - Mobile:
  - Are they aware of the allegation, suspicion, or complaint? Yes/No
5. Details of the alleged respondent
  - Name:
  - Address:
  - Tel:
  - Mobile:
  - Relationship to child/vulnerable adult (parent/carer/volunteer, etc.):
  - Position in JCAM:
  - Address at time of alleged incident(s):
  - Current contact with children, if known:
  - Any additional information:
6. Details of concern, allegation, or complaint
  - (Include dates/times and location the incident[s] occurred, witnesses, if known).
7. Action taken
  - Has the matter been referred to civil authorities? Yes/No
  - If yes
  - Date:
  - Time:
  - If no, explain why:
  - Who was it referred to?
  - Name:
  - Designation:
  - Address:
  - Tel:
  - Email:

8. Next Steps

- Are there any immediate safety concerns? If so, please record what they are and state what actions have been taken by whom to address them:

9. Details of the person completing the form

- Name:
- Tel:
- Mobile:
- Position:
- Form completed:
- Date:
- Time:
- Signed: