



VISION SPRING INITIATIVES (VSI)
SAFEGUARDING AND CHILD PROTECTION POLICY



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INTRODUCTION

At Vision Spring Initiatives (VSI), we are deeply committed to upholding the rights and ensuring the safety and well-being of all children, young people, and vulnerable persons within our sphere of influence. As an organization dedicated to achieving the developmental rights of children and empowering women from diverse backgrounds, we recognize our responsibility to create environments that are nurturing, supportive, and free from harm.

Our mission is rooted in the belief that every individual, regardless of their age, gender, or socio-economic status, deserves to live a life of dignity, security, and opportunity. We understand that children and young women, in particular, may face unique challenges and vulnerabilities due to societal norms, discriminatory practices, and systemic inequalities. Therefore, it is imperative that we take proactive measures to safeguard their rights and protect them from harm.

This Safeguarding and Child Protection Policy serves as a cornerstone of our commitment to ensuring the safety, protection, and well-being of all persons associated with VSI, including children, young people, volunteers, staff members, partners, and beneficiaries. It outlines our principles, procedures, and responsibilities in relation to safeguarding and child protection, providing clear guidance on how we will prevent, identify, and respond to concerns of abuse, neglect, or exploitation.

At VSI, we believe that safeguarding is not just a legal or moral obligation; it is a fundamental aspect of our organizational ethos and culture. We are dedicated to fostering environments that promote trust, respect, and transparency, where individuals feel empowered to speak up, seek support, and access resources when needed. By prioritizing the safety and well-being of children and young women, we

are not only fulfilling our duty of care but also contributing to the creation of a more just, inclusive, and compassionate society.

This policy reflects our unwavering commitment to promoting the rights and dignity of every individual we serve. We are committed to continuous learning, improvement, and accountability in our safeguarding practices, recognizing that safeguarding is an ongoing journey that requires collective effort and dedication from all members of our organization.

PURPOSE

The purpose of the Safeguarding and Child Protection Policy at Vision Spring Initiatives (VSI) is diverse, aimed at ensuring the safety, well-being, and dignity of all individuals within our care, particularly children and young women.

Specifically, this policy serves to:

1. **Protect Children and Vulnerable people:** The foremost objective of this policy is to safeguard the rights and promote the welfare of children, young people, and other vulnerable persons who access VSI services. By establishing clear protocols and procedures, we aim to create safe environments where they can thrive, free from any form of abuse, neglect, or exploitation.
2. **Provide Guiding Principles:** This policy provides our staff, volunteers, and stakeholders with comprehensive and overarching principles that govern our approach to safeguarding and protection. These principles outline our organization's commitment to upholding the highest standards of care, ethics, and integrity in all interactions and activities involving children and vulnerable people.
3. **Align with Statutory Responsibilities and Best Practices:** VSI acknowledges its duty of care to safeguard and promote the welfare of children and vulnerable persons, in line with statutory responsibilities, government guidance, and best practices. This policy ensures that our safeguarding practices are consistent with legal requirements, regulatory standards, and internationally recognized principles of child protection.
4. **Reflect Organizational Commitment:** By adopting this policy, VSI demonstrates its unwavering commitment to safeguarding and child protection. We prioritize the safety and well-being of every individual

associated with our organization, and this policy reflects our dedication to ensuring that safeguarding practices are embedded in all aspects of our work.

GENERAL POLICY STATEMENT

Vision Spring Initiatives (VSI) RECOGNIZES THAT:

1. The welfare and protection of children and young women are of utmost importance, in accordance with the provisions of the UN Convention on the Rights of the Child, the Nigerian Child Rights Act of 2003, the Violence Against Persons Prohibition (VAPP) Act, and the Lagos State Child Rights Law of 2007.
2. Every child and young woman, irrespective of age, disability, gender, religious beliefs, ethnicity, or socio-economic background, is entitled to equal protection from all forms of abuse.
3. Some children and young women may face increased vulnerability due to various factors such as past experiences, dependency, communication needs, or other circumstances.
4. Collaboration and partnership with children, young people, their parents, caregivers, and relevant agencies are essential components of promoting the welfare and protection of children and young women.

DEFINITIONS OF TERMS

Child: Any person under 18 years of age.

Child Abuse: Any act or failure to act that results in harm or potential harm to a child, including physical abuse, emotional abuse, sexual abuse, and neglect.

Child Protection: The process of protecting individual children identified as either suffering or likely to suffer significant harm as a result of abuse or neglect. It involves measures and structures designed to prevent and respond to abuse and neglect.

Code of Conduct: A set of guidelines or rules that outline expected behavior and ethical standards for staff, volunteers, and other individuals working with children, young people, and vulnerable persons.

Confidentiality: The obligation to protect sensitive information shared by children, young people, and vulnerable persons, while also balancing the need to share information when necessary to safeguard their welfare.

Designated Safeguarding Lead/Officer: A designated individual within an organization responsible for overseeing safeguarding policies, procedures, and practices, and serving as a point of contact for safeguarding concerns.

Disclosure: When a child or vulnerable person communicates information about abuse, harm, or exploitation to a trusted person or authority figure.

Emotional Abuse: Any act or omission that results in adverse or impaired psychological, social, intellectual, and emotional functioning or development. This can include patterns of isolation, degradation, constant criticism, negative comparison to others, exposure to family or intimate partner violence, or other forms of emotional harm.

Mandatory Reporting: The legal obligation for certain professionals or individuals to report suspected cases of child abuse or neglect to the appropriate authorities.

Multi-agency Working: Collaborative efforts involving multiple organizations and agencies, such as social services, law enforcement, healthcare providers, and schools, to safeguard children, young people and vulnerable persons and address their needs effectively.

Neglect: Neglect is the most common form of abuse and has the potential to seriously impair the child's health or development. Forms of neglect include:

- ***Physical Neglect:*** Failure to provide the necessities of life such as food, clothing, shelter, or medical care.
- ***Emotional Neglect:*** Failure to provide comfort, attention, love, or nurturing.
- ***Neglectful Supervision:*** Leaving children without safe supervision or a safe home environment.
- ***Medical Neglect:*** Failure to provide necessary medical care or present the child for timely immunizations.
- ***Educational or Vocational Neglect:*** Allowing chronic truancy, failure to enroll in school or vocational training, or neglecting educational needs.

Physical Abuse: Physical abuse includes acts of violence such as punching, kicking, whipping, beating with an object, choking, smothering, burning, or using or threatening to use a weapon. It is not focused on acts of discipline, although many perpetrators may justify their actions as discipline.

Risk Assessment: The process of identifying and evaluating potential risks to the safety and well-being of children, young people and vulnerable persons, and implementing measures to mitigate those risks.

Safeguarding: Safeguarding is a term that is broader than 'child protection' and relates to the action taken to promote the welfare of children, young people, and vulnerable persons, and protect them from harm. Safeguarding involves protecting these individuals from maltreatment, preventing impairment of their health and development, ensuring that they grow up or live in circumstances consistent with the provision of safe and effective care, and taking action to enable them to have the best outcomes.

Sexual Abuse: Sexual abuse includes any act that involves forcing or enticing a child or vulnerable person to take part in sexual activities, whether or not they are aware of what is happening. It is not necessary for the individual to be aware that the activity is sexual, and the apparent consent of the individual is irrelevant. Sexual abuse can include contact abuse, such as touching breasts, genital/anal fondling, masturbation, oral sex, penetrative or non-penetrative contact with the anus or genitals, encouraging the individual to perform such acts on the perpetrator or another, and involvement of the individual in activities for the purposes of pornography or sex trafficking. Non-contact abuse can also occur, including exhibitionism, exposure to pornographic or sexual imagery, inappropriate photography or depictions of sexual or suggestive behaviors or comments.

Significant Harm: Some children, young people and vulnerable persons are in need of help and intervention because they are suffering, or likely to suffer, significant harm. This is the threshold that justifies compulsory intervention in family life in the best interests and promotion of the welfare of a child or vulnerable person. Significant harm can be considered as the severity of maltreatment, the degree, extent, duration, and frequency of abuse and neglect; the extent of premeditation, presence or degree of threat, coercion, sadism, and bizarre or unusual elements.

Vulnerable Adult: An individual aged 18 or older who is or may be in need of community care services due to mental or physical disability, age, illness, or other factors, and who may be unable to protect themselves from harm or exploitation.

Whistleblowing: The act of reporting concerns about misconduct, unethical behavior, or wrongdoing within an organization.

Young person: For the purposes of this policy, any person aged between 18–24.

SAFEGUARDING AND CHILD PROTECTION

Vision Spring Initiatives is committed to ensuring the safety and well-being of all children and young people under our care. To achieve this, we will:

- Protect and value children and young people by listening to and respecting their voices, opinions, and concerns.
- Create an environment that fosters positive self-esteem and confidence in children and young people.
- Encourage children and young people to develop independence and autonomy appropriate to their age and stage of development.
- Provide a safe and secure environment for all children and young persons to learn, grow, and thrive.
- Share information about safeguarding and child protection and best practices with children, young persons, parents, caregivers, staff, and volunteers.
- Share any concerns with relevant agencies and involve parents, children and young people in the process as appropriate.
- Prioritize the safety and well-being of children and young people in all our activities and initiatives.

- Ensure that everyone understands their roles and responsibilities in safeguarding, and provide appropriate training to recognize, identify, and respond to signs of abuse, neglect, and other safeguarding concerns.
- Take prompt and appropriate action in response to incidents or concerns of abuse, and provide support to individuals who report or disclose concerns.
- Maintain confidential, detailed, and accurate records of all safeguarding concerns, ensuring they are securely stored.
- Implement robust safeguarding arrangements and procedures to prevent the employment or deployment of unsuitable individuals.
- Ensure that safeguarding arrangements and procedures are regularly reviewed and updated to maintain their effectiveness and relevance.

CODE OF CONDUCT

Vision Spring Initiatives (VSI) is committed to maintaining a safe and respectful environment for all individuals, including children, young people, and other vulnerable persons served by our organization. As such, all staff, consultants, contractors, and volunteers are expected to adhere to the following Code of Conduct:

1. Respect and Dignity:

- Treat all individuals with respect, dignity, and kindness, regardless of age, gender, sexual orientation, race, ethnicity, religion, disability, or any other characteristic.
- Avoid discriminatory language, actions, or behaviors, and refrain from engaging in any form of harassment, intimidation, or bullying.

2. Professional Boundaries:

- Maintain appropriate professional boundaries with all individuals served by VSI, refraining from engaging in any form of inappropriate physical contact, verbal abuse, or emotional manipulation.
- Avoid any conduct that could be perceived as grooming, exploitation, or undue influence over vulnerable persons.

3. Confidentiality and Privacy:

- Respect the privacy and confidentiality of all individuals and their personal information.
- Refrain from disclosing confidential information to unauthorized individuals or third parties, unless required by law or organizational policy.

4. Child and Vulnerable Adult Protection:

- Be vigilant in identifying and reporting any signs or suspicions of abuse, neglect, or exploitation of children, young people, or vulnerable adults to the designated safeguarding officer or relevant authorities.
- Follow VSI's safeguarding policies and procedures when interacting with vulnerable individuals and adhere to all legal obligations regarding their protection and well-being.

5. Professional Conduct:

- Conduct all activities and interactions with honesty, integrity, and professionalism.
- Avoid engaging in any illegal activities, conflicts of interest, or actions that could damage the reputation or credibility of VSI.

6. Compliance with Policies and Procedures:

- Familiarize yourself with and adhere to all organizational policies, procedures, and guidelines related to safeguarding, child protection, and ethical conduct.
- Seek guidance from designated authorities or supervisors if uncertain about any policy or procedure.

Consequences of Breach:

- Any breaches of this Code of Conduct will be taken seriously and may result in disciplinary action, up to and including termination of employment, contract termination, or removal from volunteering positions.
- VSI reserves the right to report any breaches of conduct to relevant authorities and take legal action if necessary.

RECRUITMENT PROCEDURE

At Vision Spring Initiatives (VSI), ensuring the safety and well-being of children, young people, and vulnerable persons is paramount in all our operations. Our recruitment procedure is designed to rigorously assess the suitability of individuals who will have direct or indirect contact with the persons we serve.

1. **Integration of Safeguarding and Child Protection:** The concept of 'Safeguarding and Child Protection' is woven into our induction programme for all newly recruited staff. This ensures that safeguarding principles are ingrained in their understanding from the onset.
2. **Consistent and Thorough Recruitment Process:**
 1. **Written Character References:** Candidates are required to provide a minimum of two written character references, one from a family member and another from an individual who has had a relationship

with the candidate for at least two years. These references are meticulously verified by our organization before any offer of employment is extended.

- II. **Statement of Commitment:** A signed statement of commitment to adhere to VSI's Safeguarding and Child Protection Policy is a prerequisite for employment.
- III. **Affidavit of Good Behavior:** Prospective personnel are mandated to depose to an affidavit affirming their good behavior regarding their interaction with children and young people.
- IV. **Trained Recruitment Panel:** At least one member of the recruitment panel is trained or familiar with safeguarding and child protection issues and safer recruitment guidelines.
- V. **Inclusion in Contracts:** The principles of safe recruitment are explicitly included in the terms of any contract between VSI and its staff, contractors, or agencies providing services to children under our responsibility. The contract for any consultant who will work with or have contact with children or young people in VSI programs will include the policy with which they must sign agreement. Any such individuals expected to have extensive contact with children and young people will have an oral briefing on the policy and code of conduct.
- VI. **Background Checks:** VSI conducts comprehensive background searches, including verification against the Lagos State Sex Offenders Register, to ascertain whether potential personnel have any history of sexual offences.

TRAINING AND DEVELOPMENT

At Vision Spring Initiatives, we prioritize the continuous professional development of our staff and volunteers to ensure they are equipped with the necessary skills and knowledge to protect children, young people, and vulnerable persons. Our approach to training and development includes the following:

- 1. Regular Training:** All staff members, consultants, contractors, and volunteers will receive training on recognizing and responding to safeguarding concerns. These sessions aim to provide participants with the skills and knowledge required to understand, identify, and respond to safeguarding and child protection issues effectively. Staff and volunteers are encouraged to participate in ongoing training to stay up-to-date with best practices in safeguarding.
- 2. Recognition and Response:** All staff, consultants, contractors, and volunteers must be familiar with how to recognize and respond to child protection and safeguarding concerns. Training programs are designed to raise awareness of signs of possible maltreatment, neglect, or exploitation, and to empower individuals to take appropriate action when necessary.
- 3. Tailored Training Levels:** Training programs at Vision Spring Initiatives are available at various levels to address the diverse learning needs of our staff and volunteers. Whether participants are new to safeguarding or have advanced experience, there are training opportunities tailored to their level of expertise and responsibility.
- 4. Access to Information:** Staff and volunteers have access to information about local welfare and child-centered agencies, government policies, guidance, and best practices in children's welfare. This ensures that our

team members are well-informed about the resources available to support vulnerable individuals and can provide appropriate assistance when needed.

RESPONSIBILITIES AND REPORTING

VSI is committed to ensuring the safety and well-being of all individuals under its care. The following procedures outline the responsibilities and reporting mechanisms within the organization:

1. Designated Safeguarding Lead (DSL):

- The DSL, is responsible for overseeing all safeguarding and child protection matters within VSI.
- Any staff member, consultant, contractor, or volunteer who becomes aware of or suspects breaches of the safeguarding policy should report their concerns to the DSL.
- If the concern involves the DSL, it should be reported directly to the Executive Director.

2. Reporting Concerns:

- Concerns can be reported to **Mary Udoh, the DSL, via email at maryudoh1011@gmail.com.**
- VSI is in the process of enhancing its reporting mechanisms to include a dedicated address on its website, allowing individuals to submit confidential reports conveniently and securely.
- All concerns will be treated with extreme sensitivity, confidentiality, and urgency.

- Information will only be shared on a need-to-know basis, and without the use of names to the extent possible.
- Concerns will be thoroughly investigated in a timely manner, with appropriate actions taken to address them.

3. Internal Procedures:

- The DSL will lead the internal investigation of reported concerns.
- All incidents, actions taken, and outcomes will be documented in a central safeguarding database maintained by the DSL.
- The Executive Director will be informed of all reported concerns and the outcomes of the investigations.
- If necessary, the Board of Directors will be informed, particularly in cases where concerns involve the DSL.

4. External Reporting:

- If required by law or deemed appropriate, VSI will alert the police or other relevant authorities.
- Reports will be made to relevant regulatory bodies as required by local legislation.
- Annual reports on safeguarding incidents and outcomes will be provided to the Board of Directors.

The Designated Safeguarding Lead (DSL) will also be responsible for:

1. Coordinating a comprehensive response to safeguarding concerns, ensuring a consistent and effective approach across the organization.

2. Establishing and maintaining audit and evaluation tools to continually assess the effectiveness of our safeguarding policies, processes, and practices.
3. Conducting regular audits of safeguarding practices to identify areas for improvement and ensure compliance with relevant regulations and best practices.
4. Facilitating access to necessary resources and support systems to enhance our safeguarding program and make them readily available to all staff.
5. Providing guidance, support, and advice to staff members on matters related to safeguarding, including recognizing and responding to safeguarding concerns appropriately.

Dealing with Disclosure of Abuse at VSI

All disclosures of abuse must be handled with the utmost professionalism and confidentiality. If a child or young person discloses abuse to a member of staff, the following steps should be taken:

- Listen attentively and remain calm, providing a supportive environment for the child to express themselves.
- Refrain from interrogating the child or young person, but rather ask open-ended questions in a non-pressurizing manner to ensure clear understanding.
- Avoid influencing the child or young person's narrative by refraining from inserting words into their account.
- Reassure the child or young person that they have done the right thing by speaking up and that their safety is the top priority.
- Inform the child or young person that the information will be shared with relevant individuals only, and specify whom you will report the matter to.

- Document the key points of the disclosure meticulously, including the date, time, location, the child or young person's account, and any questions asked during the conversation.
- Create a confidential case file for each disclosure to ensure accurate record-keeping and follow-up.

It's important to note that staff members should not conduct their own investigations into safeguarding concerns or allegations. Instead, they should report them immediately to the Designated Safeguarding Lead (DSL), who will then make the necessary referrals to appropriate agencies.

Confidentiality and Information Sharing

The DSL is responsible for maintaining the confidentiality of all reports of actual or suspected cases abuse and neglect, including the names and contact information of the involved parties, to safeguard their privacy rights.

While confidentiality is paramount, information regarding safeguarding and child protection concerns should be shared on a "need-to-know" basis to ensure the safety and well-being of the child or young person. It's essential to prioritize a child's protection over confidentiality concerns when necessary.

SERIOUS CASE REVIEWS

VSI will conduct a thorough examination when a child or young person dies (including death by suicide) and abuse or neglect is suspected or confirmed to be contributing factors. The objectives of the serious case review are as follows:

1. Investigate the case to determine if there are any insights to be gained regarding the collaborative efforts of local professionals and agencies in safeguarding and promoting the welfare of children and young people.

2. Identify the key lessons learned from the review, outline actionable steps to address these findings, and specify the expected changes to be implemented as a result of the review.
3. Enhance the effectiveness of inter-agency collaboration to strengthen safeguarding practices and improve the overall welfare of children and young people.

POLICY IMPLEMENTATION

In alignment with our commitment to safeguarding and protecting children and young people, Vision Spring Initiatives (VSI) will ensure the effective implementation of our safeguarding and child protection policy through the following measures:

Coordinated Policy Implementation: VSI will coordinate with relevant stakeholders and partners to ensure the consistent and effective implementation of our safeguarding and child protection policy across all programs and activities.

Regular Audits and Monitoring: VSI will conduct quarterly audits and spot checks to monitor the safeguarding practices within our organization. These audits will help identify areas for improvement and ensure ongoing compliance with the policy.

Training and Capacity Building: VSI will provide comprehensive safeguarding and child protection training for all staff, volunteers, and relevant stakeholders involved in our programs and activities. This training will equip individuals with the knowledge and skills necessary to identify, respond to, and prevent safeguarding and child protection issues effectively.

Awareness Creation: VSI will undertake awareness campaigns to educate staff, volunteers, beneficiaries, and the broader community about their safeguarding and

child protection obligations under our policy. These initiatives will help foster a culture of safeguarding and promote greater awareness of safeguarding and child protection principles.

REVIEW, MONITORING, AND COMMUNICATION

The implementation of this safeguarding and child protection policy will undergo regular monitoring and annual review to ensure effectiveness and relevance. VSI will collaborate with the Lagos State Domestic Violence and Sexual Violence Agency (DSVA) and the Office of Education Quality Assurance (OEQA) Team to ensure effectiveness and compliance. We will actively participate in information-sharing sessions facilitated by the Lagos State Government to share insights, experiences, and receive updates on state-level policies, guidelines, and initiatives related to safeguarding and child protection. We will also work with Lagos State Government to access training, workshops, and capacity-building opportunities on safeguarding and child protection for staff, volunteers, and stakeholders. We will collaborate on joint initiatives aimed at improving safeguarding practices within VSI and the broader community, including awareness campaigns, training programs, and research projects.

We will prioritize open communication channels with children, young persons, vulnerable persons, parents, staff, and other stakeholders to provide feedback into our safeguarding framework.

REFERRAL DIRECTORY

S/N	AGENCIES	ADDRESS	PHONE NUMBER	EMAIL ADDRESS	NATURE OF CARE
1	Nigeria Police Gender Desk Office	Lagos State Police Command, Gra, Ikeja	+2348081775590 +2348127155162	Compollagos@Yahoo.Com	Child Abuse & Domestic Violence
2	Ministry of Youth and Social Development	Block 18, Lagos State Secretariat, Alausa, Ikeja	+2348183050639	Youthandsocialdevelopment.lagosstate.gove.ng	Child Protection, counselling and Shelter
3	Lagos State	Block 3, Ministry	+2348087590064	Education.lagosstate.gov.ng	Child Protection

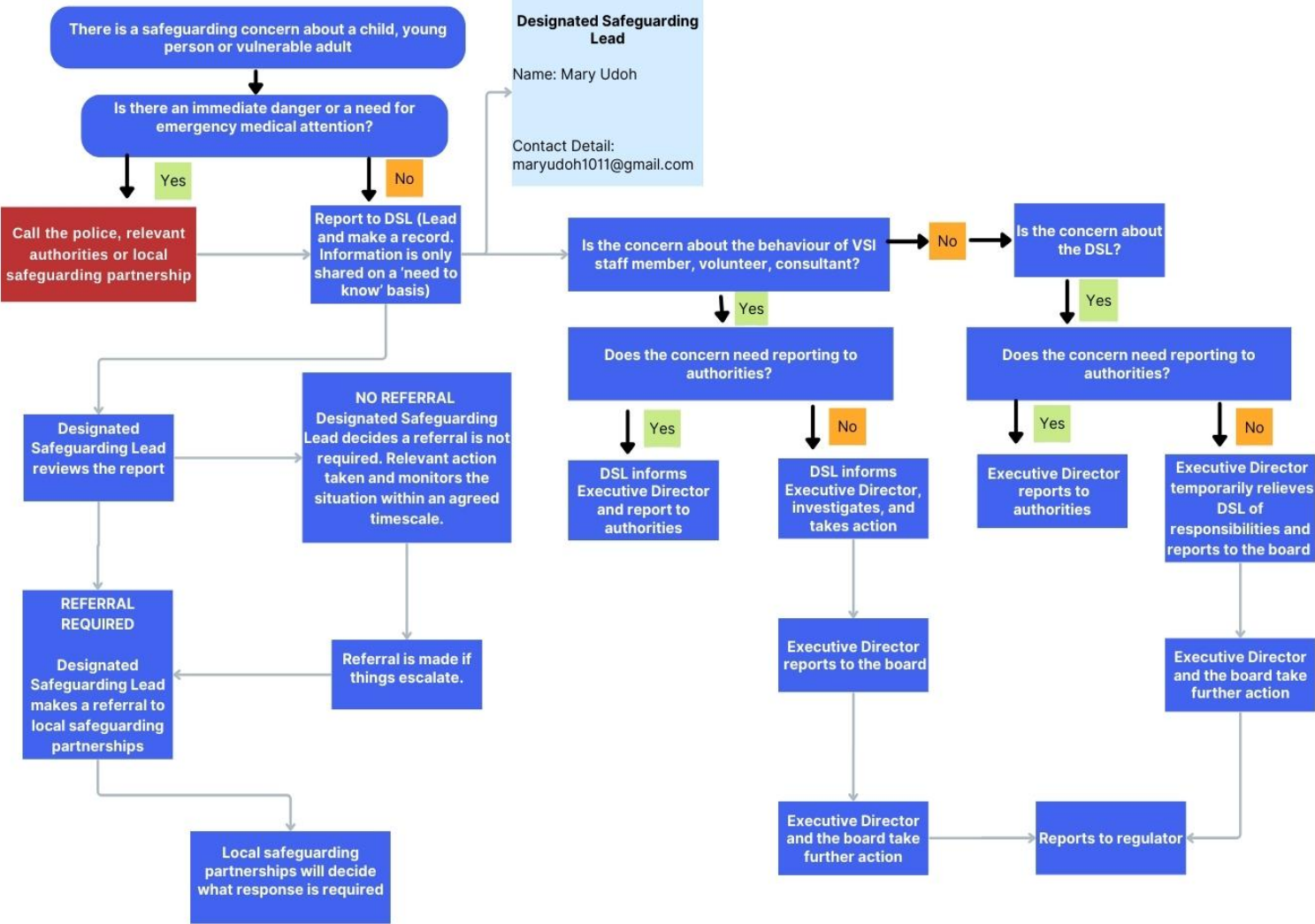
	Ministry of Education	of Education, Lagos State Secretariat, Alausa, Ikeja			
4	Lagos State Quality Education Assurance Bureau	Block 3, Ministry of Education, Lagos State Secretariat, Alausa, Ikeja	+2347016647415	info@lagoseduqa.com	Safeguarding and Child Protection
5	Private Education Department	Block 3, Ministry of Education, Lagos State Secretariat, Alausa, Ikeja	+2348033288386	egbeleyi@yahoo.com	Safeguarding and Child Protection
6	Lagos State Ministry of Health	Block 4, Ministry of Health, Lagos State	+2348033578492	Health.lagosstate.gov.ng	Child Right to Health

		Secretariat, Alausa, Ikeja			
7	National Agency for The Prohibition of Traffic in Person	165B Oba Ladejobi Street, off Oba Akinjobi Street, GRA, Ikeja	+2347080601801	infolagos@naptip.gov.ng	Trafficked Children and Rehabilitation
8	Office of the Public Defender	2-8 Iyun Street Stadium Busstop/ Barracks, Surulere, Lagos	+234708060180	opdlagos@yahoo.com	Legal Representation of Children in Conflict with The Law Child Protection
9	One Stop Child Justice Centre, Directorate of Citizens Rights	Block 2, Ministry of Justice Secretariat, Alausa	+2349085180570 +2348077225566	info@lagosministryofjustice.com	Legal Representation of Children in Conflict with The Law

					Child Protection
10	Lagos State Safety Commission	Block 18B, The secretariat, Alausa, Ikeja	+2348181002233 +2347046494972	info@safetyinlagos.com	Ensures Safety of Lives and Property
11	Child to Child Network	11, Fagbile Street, off Clegg Street, Ojuelegba, Surulere	+2348033484510 +2348096072168	childtochilddnt@yahoo.com	Child Protection and Counselling
12	Mirabel Center	Lagos State University Teaching Hospital (LASUTH), Ikeja	+2348187243468 +2347013491769	sarc@pjnigeria.org	Counselling and Health Services

13	UNICEF	Lugard Street, Ikoyi, Lagos	01-4614298 01-4615644	Lagos@unicef.org	Child Protection Specialist
14	Lagos State Domestic and Sexual Violence Response Team	Block 2, Ministry of Justice, Secretariat Alausa, Ikeja	+2348137960048	info@dsvrtlago.org	Provides Holistic Response to Sexual and Gender-based Violence

Flowchart of Procedures for Responding to Safeguarding Concerns



APPENDIX

Board Member/Employee/Contractor/Volunteer Compliance Declaration Form

By signing my name below:

1. I understand that it is my ongoing responsibility to report any violation of the Vision Spring Initiatives (VSI) Safeguarding Policy (“the Policy”) and to disclose any circumstances that may be an actual, potential, or perceived violation of this Policy.
2. I understand that there will be no retaliation for raising a concern or violation of this Policy.
3. I understand that failure to follow this Policy may have consequences, including termination of my engagement with VSI and, potentially, the initiation of legal proceedings against me.
4. I acknowledge that I have reviewed this Policy and understand my responsibilities under this Policy.
5. I agree to report any actual or potential situation or incident that may be contrary to this Policy as soon as I become aware of it.

Signature

Name

Date