



# **SAFEGUARDING POLICY**

**KENYA EDITORS' GUILD**

**2021**

## Definition of terms

**Safeguarding:** Safeguarding is a term used to denote measures to protect the health, well-being and human rights of individuals, which allow people — especially children, young people and vulnerable adults — to live free from abuse, harm and neglect.

**Sexual Harassment:** Sexual harassment can be said to be inappropriate behaviour of a sexual nature from fellow workmate, manager, KEG member, a family member, or any other person in the community, which goes against your rights

**Sexual Abuse:** Sexual abuse is unwanted sexual activity, with perpetrators using force, making threats or taking advantage of victims not able to give consent. Most victims and perpetrators know each other. Immediate reactions to sexual abuse include shock, fear or disbelief. Long-term symptoms include anxiety, fear or post-traumatic stress disorder ( American Psychological Association)

### How do you know you are facing sexual harassment?

- ❖ If the harassment is done to you because you are girl or boy
- ❖ If the sexual behaviour is inappropriate;
- ❖ If the sexual behaviour has a negative impact on you

**Harm:** To hurt someone or damage something

**Victim:** A person harmed, injured, or killed as a result of a crime, an action or behavior of an individual or groups of individuals or other event or action.

**Survivor:** A person who continues to function or prosper in spite of opposition, hardship, or setbacks.

**Beneficiary:** A person who derives an advantage or a benefit from something or someone

## INTRODUCTION

The Kenya Editors' Guild is a not-for-profit professional organisation that brings together senior print, magazine, broadcast and other electronic media editors. Currently, it has over 250 members. KEG seeks to: defend and promote media freedom and independence in Kenya; promote quality and ethical journalism; provide a forum for the discussion of the challenges facing the media and editors; and to network with other professional organization, among other imperatives.

KEG implements several programmes that benefit communities and the media fraternity. These include media literacy programmes that take the format of town halls; advocacy on issues of democracy and good governance; and building capacity of media practitioners. These activities place KEG staff, Members, and Associates in direct conduct with beneficiaries of our programmes. This association might result in cases of abuse or violations of human rights of those we work or engage with. Hence, the importance of a policy framework to safeguard the beneficiaries, staff, and members from any harm or abuse.

### AIM of this policy

This policy is designed to protect both internal and external publics that KEG engages with. This is particularly for those who benefit from our programmes. This policy is aimed at protecting them from any harm that may arise by their engagement or contact with KEG staff or members. This harm comes in various forms which include:

- ➡ The harm arising from the conduct of KEG members or employees
- ➡ The harm arising from the implementation of the activities

- ➡ Harm arising for failure to undertake certain actions that are known to safeguard the interests of our beneficiaries

## Our Position on harm

KEG has zero tolerance towards KEG members committing harm or any form of abuse to the beneficiaries of its programmes or the community where we implement our activities. Each KEG member is made aware of their responsibilities in regard to Do No Harm approach to whatever we do

## The Scope

This policy applies to the following:

- ✦ KEG members
- ✦ Staff
- ✦ Beneficiaries of our activities
- ✦ Consultants or people contracted by KEG to undertake part of its activities
- ✦ Journalists who cover KEG events
- ✦ Volunteers
- ✦ Interns

But this policy does therefore not cover individuals or people in communities who are not linked to KEG or benefiting from the KEG programmes and policies. Secondly, this policy is about safeguarding or protecting the health, human rights, and the wellbeing of the people KEG interacts with either as beneficiaries, members, or staff. This protection enables KEG members and its staff to avoid harming or abusing those who benefit from our work or engagements.

This policy should be implemented in tandem with the KEG Sexual Harassment Policy and the Conduct for the Practice of Journalism in Kenya, which is an industry-wide ethical requirement from the Media Council of Kenya. These policies and guidelines are annexed here.

## Policy Statements

KEG recognizes that every person has right to be free from abuse or any violation of their human rights, and hence the organization does not condone any form of abuse, harm, exploitation or sexual harassment or gender-based violence that is perpetrated by its staff, members, consultants, or any other associates towards beneficiaries of its programmes, fellow staff, member, or any other person who engage with the organization. In this regard, KEG will:

- (i) Ensure that all staff, members, beneficiaries and all other associates are aware of the existence and content of the policy, their responsibilities, and the procedures to follow when harmed or abused by any of the KEG member or Staff or its associates.
- (ii) Safe guard its beneficiaries, staff, members, interns or any other associates from sexual harassment or any other forms of gender-based violence
- (iii) Undertake risk assessment of the projects or any other work that KEG is implementing before operationalization of the work plans. This will help to prevent any form of harm, abuse, or exploitation.
- (iv) Undertake a due diligence when employing new staff, contracting individuals or engaging in partnerships with other organizations to ensure they have no history of abuse or harm.
- (v) Create an environment that promotes safety, human rights, and the success of this safe guarding policy.
- (vi) Ensure all staff, members and associates are reminded of their safeguarding responsibilities before being deployed or engaged to do any KEG work.
- (vii) Ensure all staff are trained and are aware what safeguarding means and what they need to do to prevent harm, abuse and other exploitation from happening and to protect those are likely to suffer when such harm or abuse.
- (viii) At all times promote the safeguarding policy to staff, members, contractors, beneficiaries, and associates

## Prohibited acts

Acknowledging that sexual and other forms of abuse and harm dehumanizes and disempowers a person, and grave violation of their human rights, KEG staff, Member, or Associate shall not:

- (i) Perpetrate sexual harassment to a staff, member or beneficiaries of our work
- (ii) Engage in abuse of or harm a beneficiary, KEG staff or member
- (iii) Subject both children and adults to physical, sexual, or emotional abuse
- (iv) Offer goods or use sexual favours with staff, potential employees or its associates to offer employment opportunities, promotions, contractual services or any other benefits.
- (v) Not to use his or her power to engage in sexual relationships with beneficiaries majority of whom are powerless

## Reporting of abuse, harm or sexual harassment

Cases of harm, abuse, sexual violations, or any other forms of physical, psychological or emotional harm can only be dealt with effectively if there is a clear and trusted reporting mechanism for survivors. Utmost confidentiality will be maintained to protect those who reports any forms of violations perpetrated by KEG staff, Member, or our associates.

## Who to report to:

Acts of abuse, harm or sexual harassment should be reported to:

- (i) The Chair of the KEG's Ethics Committee
- (ii) The Chair of the Strategy Committees
- (iii) The CEO of KEG
- (iv) KEG Trustees
- (v) The President of KEG
- (vi) Or any other person in the secretariat or Executive Council that the survivors or violated person maybe comfortable with to share their ordeal

### Who can report abuse, harm or sexual harassment?

- (i) You the person who has been abused, harmed or sexual harassed
- (ii) Safeguarding Focal Person
- (iii) The person who witnessed the violation
- (iv) A person who you have told what happened, but did not witness the violation
- (v) The public or institutions

### Disciplinary measures and support to survivors

- (i) KEG will take stern disciplinary measures against staff, members, and our associates found to have abused, harmed or violated our staff, member, beneficiaries of our work, or communities where we implement our projects.
- (ii) Disciplinary measures to be taken will be informed by what is in the KEG's human resource policy and other policies.
- (iii) KEG will offer the support it can to the survivors of abuse, harm, or sexual harassment

### Management system

KEG will put in place a management structure to ensure the strategic implementation of this policy to ensure that the provision of the policy and the prevention and protection of our beneficiaries, staff, members and other associates from harm, abuse, and any other violations is upheld. To achieve this, the following will happen:

- (i) KEG will constitute a Safeguarding Policy Implementation Committee oversee the operationalization of this policy.
- (ii) Safeguarding committee will produce a progress report to be shared with the management and the board for directions
- (iii) The Safeguarding Committee will be made up of KEG members representing various media houses and other external representatives who are experts in matters of harm and abuse not KEG members.
- (iv) The Safeguarding Committee will elect a chairperson, on rotational basis, to guide its work.

- (v) A Safeguarding Focal Person will be elected to help in coordinating and informing KEG of the progress or emerging issues around this policy

### Monitoring and Evaluation

Kenya Editors Guild appreciates the importance of monitoring and evaluation to the successful implementation and effectiveness of this Safeguarding policy. We also acknowledge the importance of feedback on the character of our staff, members, and associates. In this regard; will do the following:

- (i) Ensure all cases of violations reported are well documented, analyzed, and reports generated and forwarded to Safeguarding Policy Implementation Committee, and the Ethics and Strategy Committees for action.
- (ii) Safeguarding Policy Implementation Committee will produce monthly report on the implementation of this policy.
- (iii) Annually, contract a consultant to evaluate the effectiveness of the policy.
- (iv) A Safeguarding Focal Person to regularly collect data around implementation of this policy.
- (v) The Safeguarding Policy Implementation Committee with the Ethics and Strategy Committees and the Staff, Management and the Executive Council conduct quarterly reviews on the progress of implementation of this policy.
- (vi) Safeguarding Policy Implementation Committee to develop a plan to guide the implementation of the recommendations emerging from the monitoring and evaluations reports and any other evaluations.



## Annexes

- Human Resource Policy
- Code of Conduct for the Practice of Journalism in Kenya

### DEVELOPED BY

Chief Executive Officer

Date: March 15, 2021



### REVIEWED BY

Chairperson, Strategy Committee

Date: April 2, 2021



### APPROVED BY

President

Date: April 15, 2021

