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## Tsohang Youth Project (TYP)

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# Safeguarding Policy

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### 1 List of abbreviations

Abbreviation	Meaning
TYP	Tsohang Youth Project

### 2 Purpose

The purpose of this policy is to protect people, children, animals, funders, beneficiaries and other stakeholders from any harm that may be caused due to their coming into contact with TYP. This includes harm arising from:

- The conduct of staff or personnel associated with TYP
- The design and implementation of TYP's programmes and activities

The policy lays out the commitments made by TYP and informs staff and associated personnel of their responsibilities in relation to safeguarding.

This policy does not cover:

- Safeguarding concerns in the wider community not perpetrated by TYP or associated personnel

### 3 Definitions

Safeguarding means taking all reasonable steps to prevent harm, particularly sexual exploitation, abuse and harassment from occurring; to protect people, especially

vulnerable adults, from that harm; and to respond appropriately when harm does occur. In our sector, we often use this to apply to the safety and welfare of people involved in the delivery or receipt of humanitarian aid and development assistance.

#### **4 Policy Statement**

TYP believes that everyone we come into contact with either in person or through our digital channels, regardless of age, gender, disability or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation. TYP will not tolerate abuse and exploitation by staff or associated personnel.

This policy will address the following areas of safeguarding: adult safeguarding, child safeguarding, animal safeguarding and protection from sexual exploitation and abuse.

TYP is committed to addressing safeguarding throughout its work, through the three pillars of prevention, reporting and response.

#### **5 Prevention**

TYP's responsibilities include:

- Ensuring all staff have access to, are familiar with, and know their responsibilities within this policy and subscribe to TYP's Code of Conduct.
- Designing and undertaking all activities and programmes in a way that protects people and animals from any risk of harm that may arise from their coming into contact with TYP either in person or through our digital channels. This includes the way in which information about individuals in our programmes are gathered and communicated.
- Following up on reports of safeguarding concerns in a timely manner and according to due process.
- Ensuring staff receive training on safeguarding at a level commensurate with their role in the organisation.

Staff responsibilities:

TYP staff shall not:

- Engage in sexual activity with anyone under the age of 18
- Sexually abuse or exploit children or any person
- Subject a child or any person to any physical, emotional, or psychological abuse, or neglect – either in person or online
- Engage in any commercially exploitative activities with children including child labour or trafficking

#### **6 Protection from sexual exploitation and abuse**

TYP staff shall not:

- Exchange money, employment, goods or services for non-consensual sexual activity. This includes any exchange of assistance that is due to beneficiaries either in person or online.
- Engage in any non-consensual sexual relationships with beneficiaries, particularly relationships based on inherently unequal power dynamics.

In addition, TYP staff are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding policy, both in person and on TYP's online platforms/channels.
- Report any concerns or suspicions regarding safeguarding violations by a TYP staff member through the appropriate channels.

## **7 Enabling reports**

TYP will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and communities we work with.

Any staff reporting concerns or complaints will be protected by TYP's Whistleblowing Policy.

TYP will also accept complaints from external sources such as digital users, partners and official bodies.

## **8 How to report a safeguarding concern**

Staff members who have a complaint or concern relating to safeguarding should report it immediately to their line manager. If the staff member does not feel comfortable reporting to their line 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 the matter to the Chairperson of the Board.

Digital users, partners, official bodies and other external individuals can report a concern by mailing [tsohangyouth@gmail.com](mailto:tsohangyouth@gmail.com).

## **9 Response**

TYP will follow up safeguarding reports and concerns according to policy and procedure.

TYP will apply appropriate disciplinary measures to staff found in breach of policy.

TYP 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). Decisions regarding support will be led by the survivor.

## **10 Confidentiality**

It is essential that confidentiality is maintained at all stages of the process when dealing with safeguarding concerns. Information relating to the concern and subsequent

case management should be shared on a need-to-know basis only, and should be kept secure at all times. Refer to the Anti-fraud policy for more details.

### 11 Revision history

<b>Version</b>	<b>Approval date</b>	<b>Revision history (description of change)</b>	<b>Author</b>
1.0	05 June 2025	New policy	Niquita Hartley / SANPUD