
Girls' Education Challenge

Safeguarding

Safety Audit (can be completed by non-specialists and specialists)

[Internal Document]

Key aspects to consider before monitoring visit¹

Contact the Portfolio Manager and the Safeguarding Lead [*email address*] to inform them about your trip and ask for the following information to be shared:

- **What is the safeguarding risk level of this project?** This should inform how much time you dedicate to testing the safeguarding systems in place. If a project includes frequent or unsupervised contact between project hired staff (or consultants, volunteers etc.) and beneficiaries you should dedicate more time to testing their safeguarding policy implementation.
- Remember that **all partners are expected to adhere to the GEC's minimum standards on safeguarding** (see table below). They all need to have Safeguarding policies that are implemented. The Portfolio Manager and the Safeguarding Lead can let you know if they are struggling in any specific areas of safeguarding and advise if there is anything you can monitor as a non-specialist.

The 14 minimum standards on safeguarding for all GEC-funded projects

GEC safeguarding standards <i>These apply to all organisations receiving GEC funding (lead, downstream or other partners or contractors).</i>	
Safeguarding	<ol style="list-style-type: none">1. All organisations receiving GEC funding must have either an overarching/combined safeguarding <u>policy</u> or a combination of relevant policies which address bullying, sexual harassment and abuse targeted at both beneficiaries, including adults at risk, partner staff and staff within an organisation.2. All organisations must have a separate child safeguarding policy which address all forms of sexual, physical and emotional violence towards children.
Whistleblowing	<ol style="list-style-type: none">3. All organisations must have comprehensive systems for <u>escalating and managing concerns and complaints</u>. These must include the option of whistleblowing and for this to be available to both beneficiaries, including children and their caregivers, and staff without reprisal.4. A clear <u>handling framework</u>, to respond appropriately to all concerns and support the survivor of violence must also be in place.
Human resources	<ol style="list-style-type: none">5. All organisations must have a <u>human resources system</u> which includes effective management of recruitment, vetting and performance management. Vetting must include adequate screening and assessment of individuals that will have direct contact with children.

¹ If you have a concern about inappropriate behaviour perpetrated by a GEC Fund Manager staff member or contractor, please contact your line manager or report anonymously to the GEC whistleblowing email address [*email address*] or telephone [*telephone number*].

If you have a child safeguarding concern involving a GEC fund recipient please contact the GEC's Safeguarding Lead, [*full name and email address*].

	6. All staff, contractors, volunteers and other representatives of the organisation have at least a mandatory induction when they start and annual refresher <u>training</u> on the organisation's safeguarding policy (or bundle of policies), child safeguarding policy and whistleblowing.
Risk management	7. Each organisation must have a comprehensive and effective <u>risk management</u> framework in place which includes reference to both safeguarding and a detailed risk registers for the LNGB project. The LNGB risk register must include reference to safeguarding risks, including those for children. 8. Each organisation must have procedures in place to make sure that safeguarding processes and standards are also upheld for any <u>partner, contractor or supplier</u> they work with.
Code of conduct	9. Each organisation needs to have a <u>code of conduct</u> which is applicable both inside and outside of working hours. This needs to set out the ethics and behaviour expected of all parties. 10. Specific behaviour protocols must be in place outlining appropriate and inappropriate behaviour of adults towards <u>children</u> (and children to children).
Governance and accountability	11. Effective <u>governance and accountability</u> standards must be in place within all organisations with the Board holding ultimate responsibility for safeguarding. 12. <u>Designated safeguarding Officers</u> must be found at different levels including at least at senior level in the country office and at the Board. 13. There are clear guidelines for monitoring and overseeing implementation of the policy (policies). 14. All safeguarding incidents and allegations must be <u>reported to the GEC Fund Manager</u> within 24 hours.

SAFETY AUDIT

Please complete the below and return to the Safeguarding Lead [*email address*] and the appropriate Portfolio Manager within 1 week of returning from a visit. If you notice anything that you think will cause/contribute to a safeguarding incident and places anyone at risk of violence, or other harm (physical, sexual or emotional). Please report this immediately to the Safeguarding Lead (address above) and to the GEC whistleblowing email address [*email address*].

Note: This tool is largely based upon observation. **Do not take this form and complete it on site**, instead take a mental note of questions and observations and fill in the form later, after leaving the site/community. We recommend doing this directly after returning from a visit, at the end of the day, and completing this form from memory.

Person completing forms and contact details:

Geographic area:

Project:

School audited:

Overall layout

Night lighting around school exists (Exists? Is it turned off at a particular time? Are there dark areas? Etc.)

Problem?	Comments
Yes No	_____

Classes are overcrowded (Space to move? Walk ways are clear?)

Problem?	Comments
Yes No	_____

Boarding facilities are overcrowded (Space to move? Space to dry clothes? Walkways are clear? Privacy to change clothes and bath?)

Problem? Comments

Yes No N/A _____

Water and sanitation

Water points are accessible (Distance? Secure location? Time to wait? Etc.)

Problem? Comments

Yes No _____

Latrines(Distance? Separated for gender? Locks/no locks? Distance of boy's latrines from girl's? Adults have separate facilities? Etc.)

Problem? Comments

Yes No _____

Boarding facilities showers (Distance? Separated for gender? Locks/no locks? Distance of women's showers from men's? Shared by host community? Etc.)

Problem? Comments

Yes No N/A _____

Reporting mechanisms

Policy and reporting mechanisms are clearly promoted within the school?

Problem? *Comments*

Yes No _____

Health and safety

Are floors and floor coverings in good condition?

Problem? *Comments*

Yes No _____

Are facilities for people with disabilities appropriate?

Problem? *Comments*

Yes No _____

Does the roof appear secure? Are there cracks?

Problem? *Comments*

Yes No N/A _____

Does any glass appear to be securely in its frame?

Problem? Comments

Yes No N/A _____

Are paths and playgrounds free from foreseeable trip/slip hazards?

Problem? Comments

Yes No N/A _____

Does the school have any escape routes and are these clear?

Problem? Comments

Yes No N/A _____

Are materials regarding what to do in case of a fire clearly displayed? Are first extinguishers on site?

Problem? Comments

Is there a warning sign displayed regarding electrical shocks from plug sockets? Are children warned about increased risk of shocks during rainy season?

Yes No N/A _____

Are plugs and leads in good condition?

<i>Problem?</i>		<i>Comments</i>
Yes	No	N/A _____

Are socket outlets at least 1m away from running water?

<i>Problem?</i>		<i>Comments</i>
Yes	No	N/A _____

Are first aid boxes adequately stocked?

<i>Problem?</i>		<i>Comments</i>
Yes	No	N/A _____

Are people trained in first aid on site?

<i>Problem?</i>		<i>Comments</i>
Yes	No	N/A _____

Do walls look sturdy and secure? (will they be able to withstand heavy rainfall)

<i>Problem?</i>		<i>Comments</i>
Yes	No	N/A _____

Community

Schools / informal learning spaces (Distance? Safety of access route? Presence of armed actors in vicinity? Etc.)

Problem? *Comments*
Yes No _____

Presence of security or other armed actors

Police (Police post exists? Staffed? Etc.)

Problem? *Comments*
Yes No _____

State military (Presence in/around civilian or school areas? Etc.)

Problem? *Comments*
Yes No _____

Other armed actors (Presence in/around school areas? Etc.)

Problem? *Comments*
Yes No _____

Barriers/checkpoints (Existence? Blocking key routes to schools?)

Problem? *Comments*

Yes No _____

Other comments

Please include any other observations, including those related to movements of women and girls outside the camp for water, firewood, etc.;

[Large empty grey rectangular area for providing other comments]