



GivitBack Foundation (GBF)

“Unlocking Potential, Transforming Lives”

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SAFEGUARDING DECLARATION AND COMMITMENT FORM

DOCUMENT CONTROL

<i>Document Information</i>	<i>Details</i>
<i>Document Title</i>	<i>Safeguarding Declaration and Commitment Form</i>
<i>Organization</i>	<i>GivitBack Foundation (GBF)</i>
<i>Version</i>	<i>1.0</i>
<i>Effective Date</i>	<i>August 2026</i>
<i>Review Date</i>	<i>August 2028</i>
<i>Review Frequency</i>	<i>Every Two (2) Years or earlier where necessary</i>
<i>Policy Owner</i>	<i>Governing Body (Board of Trustees)</i>
<i>Policy Custodian</i>	<i>Executive Director</i>
<i>Applies To</i>	<i>Trustees, Employees, Volunteers, Consultants, Interns, Contractors, Coaches, Mentors, Nutritionists, Community Mobilizers, Temporary Staff, Visiting Specialists and Partner Representatives working directly with GBF programmes</i>

1. PURPOSE

This Safeguarding Declaration and Commitment Form confirms that every person representing GivitBack Foundation (GBF) understands and agrees to comply with the Foundation's safeguarding standards.

Completion and signing of this declaration is mandatory before commencing any role with GBF.

2. WHO MUST COMPLETE THIS FORM

This declaration shall be completed by:

- Trustees
- Executive Director
- Employees
- Volunteers
- Interns
- Consultants
- Coaches
- Mentors
- Nutritionists
- Community Mobilizers
- Contractors
- Temporary Staff
- Visiting Specialists
- Partner Representatives working directly with GBF programmes

3. PERSONAL INFORMATION

Item	Details
<i>Full Name</i>	
<i>Position/Role</i>	
<i>Department/Programme</i>	
<i>Employment/Engagement Type</i>	Employee / Volunteer / Trustee / Consultant / Contractor / Intern / Partner
<i>National ID/Passport No.</i>	
<i>Telephone</i>	
<i>Email Address</i>	
<i>Date of Engagement</i>	

4. DECLARATION OF UNDERSTANDING

I confirm that I have received, read and understood the following GivitBack Foundation safeguarding documents:

- ☐ Child Protection Policy
- ☐ Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) Policy
- ☐ Safeguarding Risk Management Strategy

☐ Code of Conduct

☐ Incident Reporting and Response Procedures

I understand that these documents form part of my responsibilities while representing GivitBack Foundation.

5. COMMITMENT TO SAFEGUARDING

I commit that I will:

- Promote the safety, dignity and wellbeing of all children and beneficiaries.
- Treat every person with respect regardless of age, gender, disability, ethnicity, religion or social background.
- Maintain professional boundaries at all times.
- Follow the GBF Code of Conduct.
- Report safeguarding concerns immediately.
- Cooperate fully with safeguarding investigations.
- Respect confidentiality.
- Avoid behaviour that may place any child or vulnerable person at risk.
- Protect the reputation and integrity of GBF.
- Comply with all safeguarding policies throughout my engagement.

6. DECLARATION REGARDING CONDUCT

I declare that:

- ☐ I have never been dismissed from employment or volunteer service for child abuse, sexual exploitation, sexual abuse, sexual harassment or other safeguarding misconduct.
- ☐ I am not aware of any current investigation or disciplinary process relating to safeguarding misconduct against me.
- ☐ I will immediately inform GBF if my circumstances change in a manner that may affect my suitability to work with children or vulnerable persons.
- ☐ I understand that providing false or misleading information may result in termination of my engagement and, where applicable, referral to the relevant authorities.

7. REPORTING RESPONSIBILITIES

I understand that I have a personal obligation to report:

- Suspected child abuse.
- Child neglect.
- Sexual exploitation.
- Sexual abuse.
- Sexual harassment.
- Grooming.

- Bullying.
- Abuse of authority.
- Unsafe programme practices.
- Breaches of the GBF Code of Conduct.
- Retaliation against any person making a safeguarding report.

I understand that failing to report a safeguarding concern may itself constitute misconduct.

8. CONFIDENTIALITY

I understand that safeguarding information is confidential and I agree to:

- Protect personal information obtained through my work.
- Share safeguarding information only with authorized persons.
- Avoid discussing safeguarding matters in public or on social media.
- Store safeguarding documents securely.
- Comply with applicable data protection laws and GBF confidentiality requirements.

9. DIGITAL SAFEGUARDING

I agree that I will:

- Use official GBF communication channels where appropriate.
- Maintain professional online behaviour.
- Not communicate with children through personal social media accounts unless expressly authorized and supervised.
- Not request or share inappropriate photographs or personal information.
- Respect digital privacy and confidentiality.

10. CONFLICT OF INTEREST

I declare that:

☐ I have no conflict of interest affecting my safeguarding responsibilities.

OR

☐ I disclose the following actual, potential or perceived conflict of interest:

11. CONSENT TO SCREENING

Where permitted by law and appropriate to my role, I understand that GBF may undertake reasonable safeguarding screening measures, including:

- Verification of identity.

- Verification of qualifications where relevant.
- Reference checks.
- Review of previous safeguarding-related employment history.
- Any other lawful due diligence necessary to protect beneficiaries.

I consent to such screening as a condition of my engagement.

12. ACKNOWLEDGEMENT

I acknowledge that:

1. Safeguarding is everyone's responsibility.
2. GBF operates a zero-tolerance approach to child abuse, sexual exploitation, abuse and harassment.
3. Failure to comply with safeguarding policies may result in:
 - Disciplinary action.
 - Suspension.
 - Termination of employment or engagement.
 - Removal from volunteer or trustee roles where applicable.
 - Referral to law enforcement or regulatory authorities where required by law.
4. This declaration remains binding throughout my engagement with GBF.

13. DECLARATION

I declare that the information provided in this document is true and complete to the best of my knowledge.

I agree to uphold the safeguarding standards of GivitBack Foundation and to conduct myself in a manner that protects children, beneficiaries, colleagues and communities.

14. DECLARANT

Item	Details
<i>Name</i>	
<i>Signature</i>	
<i>Date</i>	

15. WITNESSED BY

Item	Details
<i>Name</i>	
<i>Position</i>	
<i>Signature</i>	
<i>Date</i>	

16. FOR OFFICIAL USE ONLY

Item	Details
<i>Declaration Received By</i>	
<i>Date Received</i>	
<i>Screening Required</i>	Yes / No
<i>Orientation Completed</i>	Yes / No
<i>Safeguarding Training Completed</i>	Yes / No
<i>Personnel File Updated</i>	Yes / No
<i>Remarks</i>	

17. RENEWAL OF DECLARATION

To reinforce GBF's safeguarding culture, this declaration should be renewed:

- Upon recruitment or appointment.
- When an individual changes role and assumes new safeguarding responsibilities.
- Following significant updates to GBF safeguarding policies.
- At least once every three (3) years for ongoing personnel and long-term volunteers.

18. RECORDS MANAGEMENT

Completed declarations shall:

- Be maintained securely by GBF.
 - Be treated as confidential personnel records.
 - Be accessible only to authorized personnel.
 - Be retained in accordance with GBF records management procedures and applicable Kenyan law.
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